



## The European Patients' Academy (EUPATI) is looking for **EUPATI Project Coordinator**

<b>JOB TITLE:</b>	EUPATI Project Coordinator
<b>KEYWORDS:</b>	<i>Project Coordinator, European Projects, Training and Capacity Building, Patient Education, Scientific Research, Medicines R&amp;D, Multi-Stakeholder Collaboration, Educational Content Development</i>
<b>REPORTS TO:</b>	EUPATI Executive Director
<b>LOCATION:</b>	Remote (entirely home-based). Applicants should be residents in the Netherlands, Belgium, France, Germany, Spain or Ireland or have a consultant/freelance status in another EU country. Regular travel within Europe will be necessary.
<b>LANGUAGE:</b>	English
<b>CONTRACT:</b>	<b>80%-100% of full-time employment/consultancy (multi-year contract)</b>
<b>START DATE:</b>	<b>1 October 2024 (tbc)</b>
<b>DEADLINE:</b>	Rolling recruitment process
<b>INTERVIEW:</b>	Potential candidates will be invited to an online interview after submitting their application
<b>APPLICATION:</b>	Please submit your cover letter and CV in English to <a href="mailto:info@eupati.eu">info@eupati.eu</a> , with email subject line: "EUPATI Project Coordinator". Before applying, please make sure you have the required knowledge, skills, experience and competencies for the position. EUPATI will not be responding to applications sent via other channels (e.g. LinkedIn).

### BACKGROUND

The [European Patients' Academy \(EUPATI\)](#) is a public-private partnership and a collaborative multi-stakeholder initiative bringing together patient organisations, the pharmaceutical industry, academic and not-for-profit institutions. EUPATI was launched in 2012 as a flagship project of the Innovative Medicines Initiative (IMI), and is today established as a non-profit foundation in the Netherlands.

EUPATI is a fully remote workplace and does not have an office. However, regular in person meetings are organised for the Secretariat Staff and also within the framework of Projects and training events.

EUPATI's mission is to provide accessible, innovative and inclusive education that empowers patients and patient representatives with the right knowledge, skills and competencies to effectively engage and partner with all other stakeholders. It does this through the **EUPATI Patient Expert Training Programme** (launched in 2015) and has trained more than 330 Patient Experts (EUPATI Fellows) to date. The

Programme is provided via an online, openly accessible learning platform, the [EUPATI Open Classroom](#). In addition, EUPATI provides an open-access **multilingual Toolbox** that has served more than 7 million users in 14 languages around the world. Additionally, EUPATI coordinates a network of [24 National Platforms \(ENPs\)](#) in Europe and in Japan.

Aligned with its vision and mission, EUPATI seeks to increase the knowledge of academic researchers and industry professionals on meaningful patient engagement in medicines R&D. These trainings are based on the experience of EUPATI Fellows working with different stakeholders, as well as EUPATI Guidances and other resources (e.g. FDA and EMA publications and the IMI-Paradigm Toolbox). Under the so-called '[Learning Lab](#)', EUPATI offers today three different types of trainings: EUPATI Fundamentals, EUPATI Essentials and customised trainings for specific teams or project consortia.

Since its inception as an IMI project, EUPATI has been involved in various initiatives and **European projects** (IMI/IHI, EIT Health, EU4Health, Horizon etc) to ensure that there is a continued development of training and educational materials for patients and patient representatives in medicines research and development, and other related areas <https://eupati.eu/projects/>. EUPATI also provides training and supervision on meaningful patient engagement for project consortia, to guide the involvement of patients and patient organisations in the project delivery.

EUPATI's involvement in projects typically covers the following areas:

- Providing the perspectives and input of EUPATI Patient Experts (EUPATI Fellows)
- Providing tailor-made patient engagement training for the project consortium
- Engaging national level actors in patient education via EUPATI (multi-stakeholder) National Platforms
- Dissemination of project outcomes via EUPATI multi-stakeholder networks
- Developing training and/or educational material for patients and/or patient representatives

As EUPATI's European project portfolio is expanding, **EUPATI is looking for a Project Coordinator to coordinate EUPATI's involvement in European projects (in particular in the field of Diversity in Clinical Trials).**

## PURPOSE OF THE ROLE

1. To manage EUPATI's involvement in one or several European projects (in particular in the field of Diversity in Clinical Trials)

## KEY TASKS

1. To manage EUPATI's involvement in projects funded by e.g. European Commission, including but not limited to:
  - a) Acting as the first point of contact for the project(s), enable smooth communications with the relevant EUPATI team members, the funding body and the project partners
  - b) Coordinating a wide range of stakeholders' input into the project's work packages, including patient experts, academics, industry partners, clinicians and researchers
  - c) Scheduling project meetings, coordinating and assisting in organizing in person and online workshops, project events, webinars etc.
  - d) Being the first point of contact for patients and patient representatives involved in projects, support them along the way, ensure they are in a position to contribute
  - e) Drafting and submitting project deliverables, milestones and narrative & financial reporting as required in the project grant agreement
  - f) Coordinating and supporting the communication and dissemination of project progress and outcomes

## REQUIRED KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

### Essential

- A degree in educational/social sciences, medical sciences, communications or any other relevant field
- Experience in managing international projects within the health sector and/or education & training
- Experience in working in the international and/or European health sector
- Experience and knowledge in patient engagement practices
- Experience in managing complex projects, with several interconnected deliverables, milestones and partners/contributors
- Strong organisational and time management skills
- Strong financial management and budgeting skills
- Strong information technology skills
- Excellent Word, Excel and PowerPoint skills
- Fluent in written and oral English

- Commitment to NGO sector values and methods

#### Desirable

- Experience in European Commission funded projects and the EU Funding and Tenders Online Portal
- Knowledge of or interest in education and health literacy, and scientific writing

## PERSONAL QUALITIES AND ATTRIBUTES

- Proactiveness and high degree of autonomy
- Structured and organised
- Strong attention to detail
- Ability to multitask and manage evolving priorities
- Fast learner and excellent communicator
- Demonstrated experience of working under pressure and with tight deadlines
- Strong problem-solving, analytical and evaluative skills
- Excellent communication / networking skills
- Ability to interact with people at all levels