



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

JOB TITLE:	EUPATI Project Coordinator
KEYWORDS:	<i>Project Coordinator, European Projects, Training and Capacity Building, Patient Education, Scientific Research, Medicines R&D, Multi-Stakeholder Collaboration, Educational Content Development</i>
REPORTS TO:	EUPATI Executive Director
LOCATION:	Remote (entirely home-based). Applicants should be residents in the Netherlands, Belgium, France, Ireland or Spain, or have a consultant/freelance status in another EU country. Regular travel within Europe will be necessary.
LANGUAGE:	English
CONTRACT:	80%-100% fixed-term contract (minimum 12 months, renewable)
START DATE:	As soon as possible
DEADLINE:	Rolling recruitment process
INTERVIEW:	Potential candidates will be invited to an online interview after submitting their application
APPLICATION:	Please submit your cover letter and CV in English to info@eupati.eu , with email subject line: "EUPATI Project Coordinator". Before applying, please make sure you have the required knowledge, skills, experience and competencies for the position. Automatic applications via LinkedIn will not be accepted. Due to the expected high number of applications, only shortlisted candidates will be contacted.

BACKGROUND

The [European Patients' Academy \(EUPATI\)](https://eupati.eu) 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 European 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 education and resources that enable patients and researchers to collaborate, co-create, and innovate, inspiring collective global change across the health innovation ecosystem.

It does this through the EUPATI Patient Expert Training Programme (launched in 2015) and has trained more than 500 Patient Experts (EUPATI Fellows) to date. The Programme is, since 2020, provided via an online learning platform, the [EUPATI Open Classroom](#), which has close to 3,500 registered users. In addition, EUPATI provides an open-access **multilingual Toolbox** that has served more than 8.5 million users in 14 languages around the world. Additionally, EUPATI coordinates a network of [20+ National Platforms \(ENPs\)](#) in Europe and in Japan.

EUPATI's **educational content development** builds on the strength of EUPATI as a multi-stakeholder initiative, bringing together different perspectives around medicines and health technologies R&D. In line with this approach, representatives from patient organisations, academia, industry, medtech, digital sector, regulatory affairs, HTA bodies, health care provision and any other relevant areas are included in the content development process. The approach is participatory and collaborative co-designed, with patient perspective in the focus. The guiding principles for all content development are quality, transparency, accessibility, factual accuracy, neutrality, and readability.

Since its inception as an IMI project, EUPATI has been involved in various initiatives and **European projects** (IMI/IHI, EIT Health, EU4Health 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 an increased understanding of meaningful patient involvement across all other stakeholders <https://eupati.eu/projects/>. 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 involvement training for the project consortium
- Developing training and/or educational material for patients and/or patient representatives
- Engaging national level actors in patient education via EUPATI (multi-stakeholder) National Platforms
- Dissemination of project outcomes via EUPATI multi-stakeholder networks

Since May 2025, EUPATI is a partner in [IHI-GREG project](#), 'Testing, improving, and co-creating Guidance and Tools for Real World Evidence Generation and Use for Decision-Making in Europe' (2025-2030). GREG is a public-private consortium of 29 organisations that aims to create, test, and share practical, evidence-based guidance and tools to help generate and use Real World Evidence (RWE) to inform regulatory and Health Technology Assessment (HTA) decision-making. EUPATI's role is to co-coordinate a workstream on engagement of patients and patient communities, including an internal Patient Advisory Group (PAG) and developing an online course on RWE addressed to patients.

EUPATI is now looking for a Project Coordinator to coordinate EUPATI's involvement in European projects (especially *IHI-GREG project*) and EUPATI's educational content development in these projects as relevant.

We are looking for a person who embraces the **EUPATI team culture**. We embrace a family-like environment that prioritises collaboration, inclusion, and safety, creating an atmosphere where trust, openness, and positivity thrive. We emphasise mutual respect and foster personal relationships, valuing diverse perspectives and authenticity in all our interactions. At EUPATI we value the following:

- **Reliability and sustainability** are the key cornerstones of our culture. At EUPATI, we are committed to being dependable and accountable, consistently delivering quality information, education, and collaboration opportunities to our community. We believe in transparency, sharing information openly and honestly to promote confidence and cooperation. Our focus on sustainability drives our commitment to be self-sufficient and self-sustaining ensuring our long-term future success.
- **Creativity** is the essence of our culture's vibrancy, driving us to be flexible, visionary, and innovative. We pride ourselves in our agility and our ability to adapt to change, always embracing the limitless potential of new ideas and approaches.

PURPOSE OF THE ROLE

1. To manage EUPATI's involvement in European projects and educational training content development within these projects (mainly IHI-GREG project) (approx. 80% of the work effort)
2. To coordinate the development of educational content and materials in other projects as relevant (approx. 10% of the work effort)
3. To support regulatory affairs and health technology assessment (HTA)-related workstreams within the EUPATI Secretariat (e.g. drafting project proposals & conference abstracts, assisting in planning of e.g. meetings, webinars and training sessions) (approx. 10% of the work effort)

KEY TASKS

1. To manage EUPATI's involvement in projects funded by e.g. European Commission (mainly IHI-GREG project), 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 project coordinator/management team and the project partners
 - b) Coordinating a wide range of stakeholders' input into the project's tasks, including patient experts/patient advisory group (PAG)

members, and project partners (e.g. academia, industry, 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
 - g) Support the financial reporting and tracking of all project-related costs, incl. logging and organising invoices, collating and checking timesheets of staff involved in projects
2. As necessary and relevant, to Coordinate EUPATI content development processes in different projects
- a) Coordinating the development of content within set timelines and the EUPATI content development guidelines, in collaboration with other relevant EUPATI team members
 - b) Coordinating the content creation process including a wide range of different stakeholders with various backgrounds, skills and expertise (e.g. organising authoring group meetings, collecting and summarizing input and managing the documentation)
 - c) Assisting in the quality insurance process by submitting the developed content to the EUPATI Editorial Board and facilitating the communication between the Editorial Board and the authoring group
 - d) Support the EUPATI Open Classroom with uploading and updating course content on Moodle, checking links and page layouts and helping to edit learning materials

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 international/European health sector and/or education & training
- Experience and knowledge in patient involvement practices in medicines R&D
- Knowledge of or interest in education and health literacy, and scientific writing
- Experience (or interest) in European regulatory affairs and/or Health Technology Assessment (HTA)
- Experience in managing complex projects, with several interconnected deliverables, milestones and partners/contributors
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders, adapting communication style and tone to different audiences and contexts, as well as strong conflict-resolution and problem-solving skills.
- Strong organisational and time management skills
- Financial management and budgeting skills
- Strong information technology skills, including Word, Excel and PowerPoint
- Fluent in written and oral English
- Familiarity with and commitment to NGO sector values and methods
- Ability to work in a small NGO environment, demonstrating adaptability and dynamism required to respond effectively to the evolving needs and priorities of the sector.

Desirable

- Experience in European Commission funded projects and the EU Funding and Tenders Online Portal
- Experience in medical devices sector
- Interest and willingness to learn the skills needed to support the development and maintenance of the EUPATI Open Classroom.

PERSONAL QUALITIES AND ATTRIBUTES

- Proactiveness and high degree of autonomy
- Reliable and accountable, following through on commitments and flagging issues early.
- Self-motivated and well organised, able to manage your own workload without close supervision.
- Team-oriented, with a focus on shared success over individual achievement
- Comfortable working across different time zones and cultures
- Ability to multitask and manage evolving priorities
- Structured and organised, strong attention to detail
- 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
- Ability and willingness to work effectively and autonomously in a fully remote environment, while maintaining strong collaboration and coordination with the team