

The European Patients' Forum (EPF) is looking to appoint the new

**European Patients' Academy (EUPATI) Coordinator as soon as possible**

Deadline for applications: Rolling recruitment processes closing on 26 January 2020

Interview date: potential candidates will be invited to a first phone interview shortly after submitting their application.

80-100%, fixed term employment until 31 December 2020 with possibility to become Executive Director of the EUPATI Foundation.

## 1. Background

The European Patients' Forum (EPF) is a patient organisation currently representing 74 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. EPF reflects the voice of an estimated 150 million patients living with various chronic diseases throughout Europe.

EPF has played a leading role in EUPATI since its inception and has hosted the consortium as a programme since 2017.

The European Patients' Academy (EUPATI) is a pan-European programme implemented as a public-private partnership by a collaborative multi-stakeholder consortium from the pharmaceutical industry, academia, not-for-profit, and patient organisations. The Academy was started, developed and implemented as a flagship project of the Innovative Medicines Initiative (<http://www.imi.europa.eu/>), and continues to be led by the European Patients' Forum. EUPATI has already trained 154 patient experts on medicines development, clinical trials, medicines regulations, health technology assessment. Additionally, EUPATI offers and maintains the Toolbox on Medicine Development, and coordinates a network of national platforms for patient advocates.

Since 2017, EUPATI has been striving to make patient engagement and patient education sustainable, this has led to the expansion of the portfolio to include training for non-patient stakeholders to promote effective and meaningful patient engagement. To this end EUPATI is in the process of establishing a Foundation to host the activities of the consortium in the future.

## 2. PURPOSE OF THE ROLE

EUPATI is undergoing an evolution from a programme executed by a public-private partnership consortium, to a not-for-profit foundation operating as a public-private partnership.

The EUPATI Coordinator is the overall manager of day-to-day operations of the EUPATI programme and tasked with completing the transition to a not-for-profit foundation which they will lead.

## 3. Job description

**Job title:** EUPATI Coordinator

**Reports to:** EUPATI Executive Board Co-chairs & EPF Executive Director

**Direct reports:** EUPATI Project Officer

**Indirect reports:** All EUPATI secretariat staff (5)

### 3.1 IMMEDIATE TASKS

- Finalise legal setup of the EUPATI Foundation whilst overseeing ongoing delivery of EUPATI Education & Training programme
- Establish governance (e.g. form the Statutory Bodies to take over after interim setup, establish advisory groups and operational committees) and implement internal procedures (e.g. Employment & Work Practices, HR policy, Bookkeeping, etc) of the EUPATI Foundation
- Execute existing and further develop Fundraising Strategies for 2020
- Ensures that the secretariat is properly resourced to execute the annual work plan
- Manage the transition from existing legal & operational setup to the EUPATI Foundation

### 3.2 STRATEGIC TASKS

- Develop and lead implementation of the annual work plan and budget to ensure EUPATI Foundation short- and long-term strategic goals are met;
- Establish business goals;
- Lead the development of new products and opportunities;
- Develop strategy to make the EUPATI Foundation and its activities sustainable;
- Develop and implement a robust fundraising strategy to ensure the financial sustainability of the EUPATI Foundation, including new avenues of funding;

### 3.3 OPERATIONAL TASKS

- Manage EUPATI assets;
- Optimise financial operations of the Foundation;
- Provide leadership to all secretariat staff;
- Ensure tax compliance and maintenance of the Foundation's not-for-profit status;
- Advise Executive Board and Trustees on organisational activities;
- Oversee and streamline daily operations;
- Report performance, including financially, to EUPATI's sponsors;
- Represent EUPATI externally;
- In cooperation with the EUPATI Co-chairs, prepares the meetings of the Executive Board and the Sustaining Partners Assembly and follows up decisions therein;
- Acts as a legal representative of the organisation towards providers, external stakeholders, etc.;
- Ensures that the secretariat is properly resourced to execute the annual work plan.

## 4. Profile specification

### Required:

- A university degree in life sciences, business, or a related field;
- Several years of experience in multi-stakeholder initiatives;
- Excels at operating in a fast paced, community environment;
- Excellent interpersonal skills and a collaborative outcome-oriented management style;
- Fluent spoken and written English;
- Knowledge of EU project and organisation funding instruments in the health environment;
- Outstanding communication skills both verbal and written;
- Excellent negotiation skills;
- Ability to nurture and motivate a multicultural, talented team in a public-private partnership;
- Solution-oriented and creative thinking attitude;
- Diplomatic;
- Ability to coordinate and solicit opinions and feedback from a group with diverse perspectives to reach a common solution;
- Entrepreneurial spirit

### Desired

- Experience working for more than one stakeholder in the healthcare and medicines development landscape;
- Knowledge of the challenges of sustainably running of not-for-profit organisations
- Knowledge of leadership and management principles as they relate to not-for-profit organisations.
- Experience working in multicultural environments;
- Public relations and marketing knowledge;
- Experience working remotely and managing a virtual team

## 5. Dimensions and Key interfaces

EUPATI Team size: 6

EPF Team size: 20

### Internal

EPF Staff:

- Senior Programme Manager
- Finance and Administration Manager
- Communication Team
- Events Officer
- IT Coordinator

EUPATI Staff:

- Training Development Manager
- Training Coordinator
- Business Development & National Platforms Manager
- Operations & Grant Coordinator
- Communications & Marketing Officer

EUPATI consortium:

- EUPATI Co-chairs
- Executive Board
- Sustainability Group
- Partners
- National Platforms

### External

Projects partners  
Industry and other Sponsors  
Other international initiatives

## 6. Terms

**80-100%**

**Term of appointment:** until 31.12.2020 with possibility to become EUPATI Foundation Executive Director

**Starting date:** as soon as possible

**Location of post:** ideally EPF office, Brussels (negotiable)

## We offer

An opportunity to lead the future of global patient education and work in a friendly, dynamic and multi-cultural team;

A competitive salary depending on experience, coupled with various benefits depending on location of post.

## To apply

Please submit, only via email (subject: "Application for the position of EUPATI Coordinator"), a cover letter and a CV in English, as well as two references to: [matthew@eupati.eu](mailto:matthew@eupati.eu) by **26 January 2020**.

Please note that since this is a rolling recruitment process, the position could close before 26 January 2020 if a suitable candidate is found. Due to the volume of applications expected, only candidates offered a phone interview will be contacted.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.

EPF will process the data submitted by candidates for the purposes of recruitment and selection, according to its Privacy Policy: <http://www.eu-patient.eu/About-EPF/epf-privacy-policy/> . We will treat your data with the utmost care and take all appropriate steps to protect it.