

The European Patients' Forum (EPF) is recruiting a

## Project Coordinator

**Full-time (100%) position**

**CDI**

**Deadline: 6 January 2021 23:59**

**To start as soon as possible and ideally no later than early March 2021**

**Location: EPF Secretariat offices, 180 Chaussée d'Etterbeek, 1040 Brussels**

### Background

The **European Patients' Forum (EPF)** is one of the most prominent civil society organisations active in health policy at European level. EPF is the umbrella organisation of patient organisations across the EU and a driving force to advance patient empowerment and involvement in EU health policy debates. EPF's vision is to ensure equitable access to high-level, patient-centred care for all patients in Europe.

EPF engages in policy advocacy and campaigning and participates in EU-funded projects. We organise educational and policy events, and capacity-building initiatives.

EPF was founded in 2003 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. EPF currently represents 75 members, which are national coalitions of patient organisations and disease-specific patient organisations working at European level. We reflect the collective voice of the estimated 150 million patients living with various chronic diseases throughout Europe.

For more information see [www.eu-patient.eu](http://www.eu-patient.eu)

### Purpose of the role

The Project Coordinator will support EPF's participation in different European projects, including those requiring patient engagement, education and involvement.

## Key Areas of responsibility

### PROJECT MANAGEMENT

- Coordinating EPF's contribution to different projects;
- Ensuring the timely delivery of EPF obligations and commitments as set out in project agreements;
- Assisting with partnership management, liaising with project partners (academia, consultancies, industry, decision-makers...);
- Managing patient engagement activities;
- Acting as an interface between EPF and patients involved in projects;
- Maintaining an overview of progress and financial expenditures of projects under his/her responsibility (financial management);
- Ensuring timely and accurate submission of project technical and financial reports;
- Responding to external requests on projects under his/her responsibility.
- Administrative tasks (tenders and administrative procedures in line with EPF policies)
- Supporting EPF Projects Communications Officer in promoting projects visibility on social media and ensuring effective dissemination

### ADDITIONAL TASKS

- Liaising with the EPF Policy Team and relevant colleagues on a regular basis to ensure projects outcomes are integrated into EPF's broader work;
- Supporting the Project Team in project development tasks (including drafting proposals, liaising with consortia partners and preparing administrative files).

In addition, the Project Coordinator may be asked to support other work of the EPF Secretariat as assigned.

## Profile specifications

### Qualifications and Experience

- Bachelor's degree (or equivalent) in Health or Life Sciences, or another related/relevant field;
- 3-5 years' experience in the management of projects and programmes;
- Proven experience working on multi-stakeholder projects (NGOs, industry, academia, etc.);
- Previous experience in R&D and other related topics;
- Previous experience in patient engagement activities.

### Knowledge, skills, abilities

- Excellent project management skills;

- Demonstrated ability to work effectively in multi-stakeholder teams, delivering through and with others;
- Good project financial management skills (budgeting, reporting)
- Outstanding planning and organisational skills, proven ability to set, communicate and maintain timelines and prioritise;
- Ability to work in a fast-paced environment;
- Solution-oriented;
- Excellent English skills (native English an asset) and knowledge of at least another European language;
- Excellent communication and interpersonal skills, both verbal and written;
- Commitment to the vision and the mission of the European Patients' Forum;
- Empathy to peers; ability to anticipate and meet the needs of participants who are patients;
- Ability to work autonomously;
- Ability to work with colleagues in virtual locations;
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

#### **Desirable**

- Ability to coordinate and edit reports;
- Ability to design activities for projects and new project proposals;
- Ability to communicate project results in lay language to an identified relevant audience;
- Knowledge in the field of clinical trials and translational medicine is plus;
- Experience in working with EU - IMI funded projects.

## **Dimension**

#### **Staff:**

- EPF Team: 20
- Direct reports: none

## **Key interfaces**

#### **Internal:**

- (Reports to) Head of Programmes
- Events Officer
- Financial Manager
- Projects Team
- Policy Team

- Communications Team

**External:**

- Governance Committees of the projects;
- Project partners (academia, companies, research centres, consultancies...);
- EPF Member organisations.

## We offer

- A friendly, dynamic, and multi-cultural team and international working environment
- An opportunity to meaningfully contribute to a growing projects department and work for a highly respected organisation
- Full time, CDI contract
- A monthly gross salary in the region of €2,700/month depending on experience, coupled with various benefits (lunch vouchers (8 euros/day), annual bonus, transportation costs within Brussels region, health care (hospitalisation and ambulatory care) and pension insurance.

## How to apply

If you are interested in this position, please submit an application via email, including a cover letter and a CV in English with two references, to: [recruitment@eu-patient.eu](mailto:recruitment@eu-patient.eu) (Subject line: “**Application for the position of Project Coordinator**”)

The deadline for applications is **6 January 2021 23:59**.

Please note that due to the volume of applications expected, only shortlisted candidates 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.