

The European Patients' Forum (EPF)
is looking for a **EUPATI Coordinator**

To join the secretariat on 15 January 2017.
For full job description and how to apply see below

Deadline for applications: 4 December 2016

EPF is the umbrella organisation of pan-European patient organisations active in the field of European public health and health advocacy.

EPF's vision is high quality, patient-centred, equitable healthcare for all patients throughout the European Union.

For more information, please visit our website www.eu-patient.eu.

Job Title: EUPATI Coordinator

Start date: 15 January 2017

Location: Brussels, Belgium

Reporting lines: reporting to Director of Programmes and Operations and to Secretary General

Deadline for application: 4 December 2016

Interview: Interviews with short-listed candidates start already during the application process and will end by mid-December.

Since early 2012 EPF has been leading the IMI-funded Project "Patients Academy on Therapeutic Innovation" (EUPATI) a project of 33 organisations, with partners from patient organisations, universities and not-for-profit organisations, along with a number of pharmaceutical companies.

The overall objective of EUPATI was to provide education and training to increase the capacity and capability of patient advocates to understand and contribute to medicines research and development and also improve the availability of objective, reliable, patient-friendly information for the public.

Over the last five years EUPATI has:

- Developed comprehensive training material on medicines R&D for the Patient Expert Training Course structured around six modules reflecting the medicine's life cycle (introduction to medicines R&D, early discovery, pre-clinical development, clinical development, regulatory affairs, HTA).
- Roll out two cycles of the Patient Expert Training Course with 98 Patient Experts expected to have graduated by November 2016.
- Designed and deployed the "EUPATI Toolbox" and "EUPATI Internet Library" in 7 languages to more than 50.000 individuals.
- Established ~18 EUPATI National Platforms (launched in AT, FR, DE, IE, IT, MT, ES, CH, UK, PL additionally emerging in DK, SK, SR, NL, PT, GR, under construction in BE, and LUX).
- Developed and published guidance and frameworks of interaction of patient organisations with industry, regulators, HTA bodies and ethics.
- Established EUPATI as quality brand for patient education and led the public debate about patient involvement in R&D

EUPATI, as an IMI project is due to end on 31 of January 2017, with its Executive Committee, in full agreement with the EPF Board, having agreed that the project will be continued after that date, and until at least 31 December 2019, as a Programme under the auspices of EPF, whilst maintaining the spirit of a Public Private Partnership, building on the success of EUPATI as an IMI project.

More information here: www.eupati.eu.

EPF is now looking for a qualified professional to manage the EUPATI programme, coordinate its activities and ensure its long-term sustainability.

Main Tasks and Responsibilities:

Programme management

- Leading, monitoring and reviewing the implementation of the programme work plan;
- Conducting yearly evaluation and review of the programme work plan;
- Setting up structure, procedures and tools for optimal collaboration and communication within the programme partners and bodies;
- Organising face to face and virtual meetings;
- Planning and coordinating the responsibilities of the programme partners;
- Reporting to programme partners and EPF governing bodies on progress of the programme;
- Taking all operative decisions in line with decisions/advice and recommendation of the programme governance bodies;
- Oversee the implementation of the Patient Expert Training Course part of the EUPATI Programme;
- Coordinating operational teams (Editorial Board, National Platform Network, Content management, IT platform management, Programme Committee, etc.);
- Supporting the monitoring of the use of the programme material under Creative Commons License, in cooperation with the Programme Content Coordinator;
- Line manage a part-time project officer.

Financial Programme management

- Budget implementation;
- Monitoring and analysis of budget;
- Regular reporting to programme partners;
- Support in fundraising of the programme.

Profile of the candidate:

Required

- Master's degree (or equivalent) in Public Health, Business Administration, or another related/relevant field;

- A minimum of 5-year international experience in the management of complex multi-stakeholders' projects and programmes; Previous work experience working and/or coordinating Public Private partnership;
- Previous work experience in coordinating training courses and programmes;
- Experience in science communication, especially in relation to public health, and medicines' R&D;
- Understanding of medicines Research and Development process, especially on aspects relating to patient involvement.
- Excellent project management skills;
- Demonstrating ability to work effectively in multi-stakeholder teams;
- Team Leader;
- Working independently;
- Strong commitment to the highest standards of ethical conduct and professional integrity and demonstrated ability to achieve fair and transparent decision-making;
- Demonstrating ability for conceptual and strategic thinking;
- Excellent analytical skills;
- Demonstrating critical thinking in decision process;
- Excellent interpersonal, communication, and problem solving skills;
- Strong representational skills and public-speaking skills;
- Strong computer skills;
- Ability to communicate science and/or complex technical topics to non-experts;
- Excellent verbal and written skills in English are essential, plus good working knowledge of at least another EU language.

Desirable

- Basic knowledge of EU and national healthcare systems;
- Experience in non-profit organisations, as well as patients' organisations.

We offer

- Full time position in a young, dynamic and multi-cultural team in European environment.
- Attractive salary package including lunch vouchers, health care insurance (hospitalisation and ambulatory care), pension insurance, 13th month.

How to apply

Qualified candidates should submit, only via email (mail subject: “Application for EUPATI Coordinator”), a cover letter and CV in English to: veronique.tarasovici@eu-patient.eu by 4 December 2016 at the latest. Candidatures that fall short of respecting all this will automatically be rejected.

The selected candidate should be prepared to start 15 January 2017.

EPF aims to ensure that no job applicant or employee receives less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, marital status, caring responsibilities, sexual orientation, disability or chronic illness.