



The EUPATI Foundation, European Patients' Academy,
is looking for a
EUPATI Reload & Open Classroom
Project Coordinator

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| JOB TITLE: | EUPATI Reload & Open Classroom Project Coordinator |
| REPORTS TO: | EUPATI Executive Director |
| LOCATION: | Home-based |
| TYPE OF CONTRACT: | Part-time Consultancy 40% (fixed-term contract from 1 May until 31 December 2021) maximum 555 hours with a possibility of extension |
| START DATE: | 1 May 2021 or as negotiated |
| 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 including 2 referees and your hourly rate expectation to info@eupati.eu , with email subject line: "EUPATI Reload & Open Classroom Project Coordinator" |

ABOUT EUPATI

[The European Patients' Academy](#) is a pan-European Foundation operating as a public-private partnership by a collaborative multi-stakeholder consortium from patient organisations, pharmaceutical industry, academia, and not-for-profit organisations. Established in 2012, EUPATI is a flagship project of the Innovative Medicines Initiatives ([IMI](#)) as well as the European Patients' Forum ([EPF](#)). The main mission of EUPATI is to provide training on medicines research and development for patients and patient representatives, in order for them to become key actors in the processes of developing new medications and treatments.

The EUPATI Patient Expert Training Programme was launched in 2016 and mixes online and in-person training over a 14-month period to give patients and patient advocates advanced knowledge of the research and development pathway for medicines. The goal is to increase the level of knowledge in the patient community, not just in Europe but around the world. EUPATI has already trained over 150 patients through this programme and 50 more are currently enrolled, graduating in April 2021.

EUPATI Reload, a project funded by EIT Health (<https://eupati.eu/projects/eupati-reload/>), started in early 2020 and aims to adapt the current training to cater for each learner's needs, making the course more accessible and sustainable. A key activity has been to repackage the existing six modules of the Programme into up to 30 shorter modules, in order to offer them in an online, on-demand, flexible format on the new EUPATI Open Classroom platform: <https://learning.eupati.eu/>.

The EUPATI Reload project has been extended until 31 December 2021 and we are now looking for a Project Coordinator to join our team and manage the different workpackages and deliverables of the project, as well as the online learning platform.

PURPOSE OF THE ROLE

- To assist the EUPATI Reload consortium in finalizing the project deliverables, milestones and reporting due 31 December 2021.
- To support the maintenance of the EUPATI Learning Management System (EUPATI Open Classroom), one of the main outcomes of the Reload project.
- To support the implementation of the EUPATI Reload communication and dissemination plan.

KEY AREAS OF RESPONSIBILITY

- Consortium coordination & communication: Coordinate regular teleconferences with the EUPATI Reload project consortium, set the agenda and draft minutes
- Project management: Follow up on all pending tasks and deliverables according to the project workplan, adjusting the workplan as necessary
- Course content/platform:
 - Publish/edit course material on the EUPATI Open Classroom platform (moodle workplace)
 - Review and maintain the question bank (for course assessment) and the certification system of the EUPATI Open Classroom platform
 - Engage in regular monitoring of the EUPATI Open Classroom, compile statistics on the registered learners and troubleshoot any technical/layout issues (in collaboration with the EUPATI IT Coordinator)
 - Engage in the coordination of the learners' pathway through the Open Classroom, provide support and mentoring (in collaboration with the EUPATI Training Organisation Coordinator)
- Conduct monitoring and evaluation of the project KPIs and objectives
- Assist with narrative and financial reporting to EIT Health
- Assist in implementing dissemination activities (webinars, virtual activities) for the project (in collaboration with EUPATI Networks & Communications Coordinator)

KNOWLEDGE, SKILLS, EXPERIENCE AND COMPETENCIES

Essential

- A degree in business administration, communications, education, life sciences, social sciences or any other relevant field.
- Knowledge of project management in European/international organisations and/or non-profit sector.
- Knowledge and interest in e-learning, and/or organisation of training programmes
- Strong project management, organisational and time management skills.
- Experience in communications and dissemination of project outcomes.
- Experience in budget management.
- Commitment to NGO sector values and methods.
- Excellent Word, Excel and PowerPoint skills.
- Fluent in written and oral English.

PERSONAL QUALITIES AND ATTRIBUTES

- Proactiveness and high degree of autonomy.
- Structured and organised.
- 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.
- Strong attention to detail.
- Additional (desirable): Knowledge of or interest in medicines R&D and patient engagement