

# **EUPATI NATIONAL PLATFORM COORDINATOR**

*Part-time EUPATI National Platform Coordinator, based in IPPOSI working on the EUPATI programme.*

## **BACKGROUND**

EUPATI, the European Patients' Academy, provides scientifically reliable and comprehensive information to patients and the general public on the medicines research and development process to enable their involvement. EUPATI was established in 2012 as an IMI-supported project and set out to educate patients across Europe via various platforms, principally its website. From 2017-2020 EUPATI became a patient-led academy under the aegis of the European Patients' Forum (EPF), maintaining its public-private partnership spirit and a EUPATI Foundation was established in August 2020. The key assets of EUPATI – a Website, a Toolbox, and an Expert Training Course are continuing to educate and empower patients for a more active role as partner in all aspects of medicines research and development. A network of EUPATI National Platforms (ENPs) has been established across Europe to help people on a national level get more involved. There are currently 20 National Platforms set up.

IPPOSI (The Irish Platform for Patients' Organisations, Science and Industry) coordinates the network of EUPATI National Platforms in the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Norway, Poland, Portugal, Romania, Scotland, Slovakia, Spain and Switzerland. Based on the IPPOSI model, EUPATI National Platforms are national networks of health partners. Comprising initially of patients, academia and industry representatives, membership is open to government health departments, regulatory bodies, policy and decision makers, healthcare professionals. Members explore national patient education and involvement challenges, working together to identify training opportunities and to support patients to become actively involved in research and development. For more on the EUPATI project, visit: [www.eupati.eu](http://www.eupati.eu)

## **POSITION:**

A part-time EUPATI National Platform Coordinator to be hired and employed in Dublin by IPPOSI, based in the IPPOSI office, for coordinating the day to day activities related to The EUPATI National Platform Network. The role will involve close collaboration with the members of the EUPATI Foundation Secretariat.

## **PERIOD:**

From October 2020 to December 2020, with possibility for renewal

## **OBJECTIVES:**

The part-time EUPATI National Platform (ENP) Coordinator will contribute towards work to:

- maintaining and supporting the EUPATI National Platform Network
- advancing the progress of the existing EUPATI National Platforms (ENPs) across Europe and worldwide
- responding to new initiatives expressing interest in EUPATI and guiding them through the ENP start-up process (mentoring, terms of reference, best practices)

## **Responsibilities**

The part-time EUPATI National Platform Coordinator will:

- Support the development of a strategy for the ENP Network for 2021-2024
- Support and monitor individual EUPATI National Platform action planning and the implementation of activities
- Mentor unaffiliated country partners to help them establish an ENP and join the National Platform Network
- Work as a member of the EUPATI Secretariat to advance specific tasks/projects
- Respond to queries from ENPs and requests for information and resources
- Establish and maintain programme files and data
- Support the ENP Network and the ENP Sustaining Partner Cluster representatives in their governance related work, communications, organisation of meetings etc.
- Facilitate the communications between the individual ENPs, within the larger ENP Network and the EUPATI governance & Secretariat
- Identify opportunities for ENPs to participate in EUPATI-led or EUPATI-invited-to consortia;
- Support the transfer of central sustainability actions to the ENPs;
- Complete other tasks as requested by the EUPATI Executive Director

## **REQUIRED QUALIFICATIONS & SKILLS:**

- Fluency in spoken and written English (knowledge of other EUPATI languages an advantage e.g. French, German, Italian, Spanish, Italian);
- Good Project Management skills;
- Degree or post graduate qualification in an appropriate area;
- At least 5 years proven experience within a similar position and solid knowledge of the EU Patient Advocacy area;

- Knowledge and experience of working in an EU environment important;
- Well organised and good attention to detail;
- Able to work in virtual teams with different stakeholders;
- Willing/able to travel;
- Cultural awareness and diplomacy;
- Excellent time management and respect of key deadlines;
- Strong computer skills, including database management & web-based systems;
- Excellent communication skills and natural networker;
- Good event management skills;
- Good minute taking skills;

**SALARY + HOURS:** €30,000 for 3 days, equivalent to €50,000 FTE

To apply for this position, please email CV + cover letter to [info@ipposi.ie](mailto:info@ipposi.ie).

Closing date for application: Sept 27th, 2020