

# EURORDIS-Rare Diseases Europe

## Job vacancy : Open Academy Manager – Training Coordinator

**Responsible to:** Open Academy Director

**Contract type:** Permanent, full-time

**Salary:** 30 – 34 000 euros per annum + one-month performance-based bonus

**Location:** EURORDIS Barcelona

**Start date:** ASAP

### About EURORDIS-Rare Diseases Europe

[EURORDIS](#) is a unique, non-profit alliance of 944 rare disease patient organisations from 73 countries that work together to improve the lives of the 30 million people living with a rare disease in Europe. By connecting patients, families and patient groups, as well as by bringing together all stakeholders and mobilising the rare disease community, EURORDIS strengthens the patient voice and shapes research and policies.



#### About the EURORDIS Open Academy

Through the EURORDIS Open Academy, EURORDIS builds the capacity of rare disease patient advocates, empowering them with knowledge and skills to effectively engage with all stakeholders.

The Open Academy currently delivers four training programmes (*Schools*) each year, within a blended format, including e-learning courses, webinars and face-to-face sessions. Due to the pandemic, in 2021 all the trainings will be delivered fully online.

Over 500 patient advocates, from 49 countries, have taken part in the Open Academy's trainings so far, while 1200 patient advocates, from over 130 countries, are registered on its e-learning platform. The international faculty of the Open Academy is composed of over 60 experts from various fields.

After several years of successful training delivery, EURORDIS is now preparing the conversion of the Open Academy trainings into a single full-year programme, which will be coupled with a more extensive e-learning offer and with strong outreach to the community of alumni.

### Main scope of the position

The Open Academy Manager - Training Coordinator will be responsible for the end-to-end organisation of the current training programmes of the EURORDIS Open Academy (*Winter, Summer and Leadership Schools*), ensuring a high quality and impactful training delivery.

S/he will also have the opportunity to be part of the design of the future Open Academy annual training programme and will coordinate its delivery.

S/he will work closely with the Open Academy Director, the Open Academy Manager – eLearning and Outreach Coordinator, the other staff leading each content area, Programme Committees and external experts, as well as the Events team.

Job announcement last updated: 25 November 2020

## Key tasks & responsibilities

The Open Academy Manager-Training Coordinator will undertake the following tasks for the Open Academy training programmes, including onsite and virtual trainings:

Coordination of Training Programmes:

- Manage Programme Committees for each school, with bi-annual meetings and consultations;
- Coordinate programme reviews/updates, including content outline and networking activities;
- Oversee pre-training programmes: selection of materials, organisation of webinars, assignments.

Management of Faculty and Alumni:

- Coordinate the application and selection process of training participants;
- Manage all the communications with selected participants e.g. registrations, attribution of fellowships, training assignments and inquiries, certificates and reimbursements;
- Handle the contacts with speakers e.g. invitations, debriefs, release of rights, reimbursements;
- Manage the record of contacts of alumni and faculty on the EURORDIS' contact database.

Training Events Logistics and Delivery:

- Coordinate event logistics including venues, catering, accommodation, training materials etc.;
- Oversee the quality process for training sessions: debriefs, test calls, technical aspects, recording;
- Coordinate the assignment of staff roles, ensuring the team delivers the trainings seamlessly;
- Manage the onsite/virtual event in liaison with providers, participants, faculty and staff.

Overall Training Management:

- Plan the timelines and organisational steps for each training;
- Coordinate the selection of and the relations with logistic providers (e.g. venues, virtual tools);
- Update training events budgets and budget control; manage reimbursement procedures.

Evaluation, Reporting and Sustainability:

- Conduct evaluations of the onsite/virtual training sessions and prepare evaluation reports;
- Report on specific trainings indicators;
- Ensure a sound budget management for all the training events and collect the details on the in-kind received for the training programmes e.g. faculty, venues.

Sharing of good practices:

- Advise other staff on best practices to implement and conduct training and networking sessions, based on the learnings of the Open Academy.

Other administrative functions as required by this position.

## Experience & skills

- Master's or bachelor's degree, preferably with a specialisation in Events Management, International Relations or other relevant field;
- Minimum 3 years of experience in a similar role, with evidence of event and/or training coordination;
- Experience organising training with high quality/impact for the learner is desired;
- Proficient English. Spanish and/or French will be a plus.;
- Experience working in an international and multi-stakeholder environment is desired;

Job announcement last updated: 25 November 2020

- Motivation to work for an NGO driven by patient needs; knowledge of rare diseases will be a plus;
- Proficiency in using MS Office Pack and ability to quickly learn how to use new IT tools/software for virtual meetings and online communication;
- Experience working with content databases, content management systems, registration is a plus;
- Excellent interpersonal communication skills; team worker and able to adapt working style to others.
- Hard worker, highly organised and detail-orientated;
- Ability to multi-task and perform under pressure.

## To apply

Please send your CV and cover letter in English to [oam-bcn@eurordis.org](mailto:oam-bcn@eurordis.org)

Due to a high number of applications, only successful candidates will be contacted, within 3 weeks of the closing date.

**Deadline for applications: 3 January December 2021**

Job announcement last updated: 25 November 2020