

# EURORDIS-Rare Diseases Europe

## Job vacancy – Open Academy Training Manager

**Responsible to:** Open Academy & Events Director

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

**Salary:** 34 - 38 000 euros per annum + one-month performance-based bonus

**Location:** EURORDIS Barcelona Office - Calle Sant Antoni M<sup>a</sup> Claret 167

**Start date:** 20 May 2024

### Background

Through the EURORDIS Open Academy (OA), EURORDIS builds the capacity of rare disease patient advocates, empowering them with knowledge and skills to effectively engage with all stakeholders. An increasing number of early career researchers are also joining our programmes.

Over 600 patient advocates, from 51 countries, have taken part in the OA's trainings so far, while 2654 e-learning users from 157 countries are registered on its e-learning platform. The portal currently has 24 online courses with 70 hours of training. The international faculty of the OA is composed of over 60 experts from various fields.

In the context of our partnership with the European Rare Disease Research Alliance (ERDERA), where this postholder will lead and co-ordinate EURORDIS' tasks therein, we are preparing the conversion of the OA trainings into a more tiered and specialised series of programmes. We will also add a more structured mentoring programme and strong outreach to the community of alumni. Outside the scope of ERDERA, additional training programmes are scheduled to be added to EURORDIS' broader portfolio progressively over the coming years.

### Main scope of the position

It is an exciting time to be joining the team! The OA Training Manager will be instrumental in preparing, delivering, and ensuring the success of the new programme.

The OA Training Manager will be responsible for the end-to-end organisation of the training programmes of the EURORDIS OA, ensuring high quality and impactful training delivery. S/he will work closely with the Open Academy & Events Director, the Open Academy Manager – eLearning and Outreach Coordinator, the other staff leading each content area, Programme Committees, ERDERA partners and other external partners, funding bodies and experts.

This is a hands-on role, though logistical support for the organisation of in person trainings will be provided by the Events Junior Manager.

### Key tasks & responsibilities

The OA Training Manager will undertake the following tasks for the OA training programmes, including on-site and virtual trainings:

#### Coordination of Training Programmes:

- Manage Programme Committees, with annual meetings and consultations;
- Co-ordinate ERDERA project partners to ensure their meaningful contribution to the curriculum;
- Coordinate programme reviews/updates, including content outline and networking activities;

- Propose pedagogical methods adapted to the content of the new programme;
- Oversee pre-training programmes: selection and structure of materials, organisation of webinars, assignments.
- Review programme and identify gaps in the content covered, proposing solutions and new learning pathways and thinking of how to best operationalise these;
- Plan the timelines and organisational steps for each training;
- Work collaboratively with external partners to prepare, deliver and promote the programmes.

#### **Management of Participants:**

- Coordinate the application and selection process of training participants;
- Manage all the communications with selected participants e.g. registrations, attribution of fellowships, workbooks, training assignments and inquiries, certificates and reimbursements;
- Create and animate communities of practice with alumni via online discussion forums;
- Plan and administer a mentoring programme for advanced level cohorts.

#### **Management of Faculty & Training Delivery:**

- Speaker management: invitations, briefings, debriefs, release of rights, reimbursements;
- Oversee the quality process for training sessions: briefing and test calls, technical aspects, recording and debriefs;
- Coordinate the assignment of staff roles, ensuring the team delivers the trainings seamlessly;
- Manage the onsite/virtual event in liaison with participants, faculty and staff.

#### **Communications:**

Work closely with the OA eLearning and Outreach Coordinator and communications team to:

- Update the OA website
- Promote applications
- Promote the impact of the programmes to the broader community, including collecting alumni testimonials in written and/or video formats

#### **Evaluation and Reporting:**

- Conduct evaluations of the onsite/virtual training sessions and prepare evaluation reports;
- Prepare and submit project reports to ERDERA as well as draft and submit regular reports to other funding bodies;
- Report on specific training indicators;
- Update training events budgets and budget control; manage reimbursement procedures.
- 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;
- Manage the recording of contacts of alumni and faculty on the EURORDIS contact database.

#### **Miscellaneous:**

- Oversee the training schedule for OA interns and provide daily support and supervision;
- Advise other staff and speakers on best practices to implement and conduct training and networking sessions, based on the learnings of the OA;
- Ensure EURORDIS' training programmes comply with accessibility norms in vigour in Europe;
- Conduct other administrative functions as required by this position.

## **Experience & skills**

- Master's or bachelor's degree, preferably with an Educational or Scientific specialisation or biology or another scientific field;
- Minimum of two years experience organising training with high quality/impact for the learner;
- Understanding of EU projects / reporting highly desired
- Fluency in written and spoken English. Spanish and/or French will be a plus;
- Experience working in an international and multi-stakeholder environment is desired;

- Motivation to work for an NGO in the health sector and driven by patient needs is imperative;
- Knowledge of rare diseases and a good understanding of scientific research and/or therapies development highly desired
- 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, and registration systems;
- Excellent interpersonal communication skills; team worker and able to adapt working style to others;
- Hard worker, highly organised and detail-oriented; able to multi-task and perform under pressure.
- Empathetic and caring personality, with strong notions of empowerment and mentoring.

## To apply

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

**Deadline for applications:** 15 April 2024

EURORDIS is a value-driven organisation, including:

**Social Justice and Equity** -This means our commitment to diversity is woven into the very fabric of our organisation, from our leadership to our members and volunteers. Together, we're making strides toward a more inclusive society where everyone's rights are protected, and everyone's voice is heard.

**Collaborative** -This means colleagues will work across siloes and support each other in the quest to improve lives for people living with a rare disease

**Authentic**-This means all colleagues are expected to be in touch with the needs and priorities of our members, and we welcome applications from people with experience in the volunteer sector and with lived experience with rare diseases

For a full list of our values and our mission please see our [values](#) page on our website.