



FUNDACIÓ SANT JOAN DE DÉU CONVOCAN UNA PLAZA DE PROJECT MANAGER FOR THE PATIENTS ENGAGEMENT IN RESEARCH DEPARTMENT

Ref.: 324/20

Title: Project manager for the Department of Patient Engagement in Research

The objective of this department is to promote and facilitate the involvement of paediatric patients and parents in the development of research initiatives.

Offer description:

The main areas of involvement will be:

- Support the coordination of patients participation in a EIT Health granted European project. The main goal of this project is to create an educational toolkit to train young people for their active involvement as advisors in clinical trials. Specifically the educational modules will be focused in four areas: patient and public involvement, protocol design, PROMs and quality of life and informational and educational materials for patients/parents involved in clinical trials.
- Coordination of research projects in the field of paediatric rare diseases involving parents. These initiatives will be focused in the collection of clinical data donated by them and includes among other tasks: edition of educational information in an private website addressed to train in the disease management, edition of the surveys/questionnaires that will allow the clinical data collection, support to parents along their involvement in the different projects, design and dissemination of the information of the projects, etc.
- Participation in several activities leaded by the Fundació Sant Joan de Déu regarding the development of educational materials and training activities about the patient engagement in research and basically in the performance of patient centered clinical trials.

Requirements:

University degree (preferable in Social Sciences or Education).

Specific requirements:

- Experience in management of European Projects
- Expertise in the development of educational projects in field of science
- Good informatics skills (Microsoft Office and Internet)

- Used to work under pressure with strict deadlines
- Collaborative teamwork skills
- Experience in project management
- Demonstrated ability in managing multiple sub-projects simultaneously
- Strong organization and time management skills, ability to multi-task, prioritize tasks effectively and respect deadlines.
- English proficiency to communicate and develop educational resources.

Key roles/responsibilities

- Project management:
 - Providing on-going administrative and technical support
 - Monitoring of the project work progress and monitoring of the risk management.
 - Internal communication with the partners. Preparing internal guidance and documents for the consortium.
 - Organize, participate and write minutes of the working group meetings, teleconference and other documents.
 - Support with the technical and economical reporting of the project.
- Educational projects:
 - Design and coordination of educational projects.
 - Strong communication skills to design educational campaigns and informative resources.
 - Desirable good level of the use of graphic design software.

Additional info:

Motivation letter and resume need to be send to bnafria@sjdhospitalbarcelona.org - rrhh@fsjd.org Deadline: 29th of January