EURORDIS-Rare Diseases Europe

Job vacancy – Operations Junior Manager

**Responsible to:** Chief Operating Officer  
**Contract type:** Permanent, full-time  
**Salary:** 28 – 34,000 euros per annum + one-month performance-based bonus  
**Location:** EURORDIS Paris

About EURORDIS-Rare Diseases Europe

EURORDIS is a unique, non-profit alliance of 910 rare disease patient organisations from 72 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.

Main scope of the position

The Operations Junior Manager (OJM) plays a key role, partnering with the Chief Operating Officer and wider leadership team, to enable effective transversal working across the operations team as well as with Finance, HR, and Advocacy.

By gathering information from the Operations Directors in a structured way, s/he will enable the whole of EURORDIS to better plan, monitor and report on progress with our work. This will also play a vital internal communication role, helping colleagues to identify synergies and support each other more effectively.

The position represents a key role in EURORDIS’ sustainability by being a co-ordination focal point for all resource development proposals, particularly European project bids and foundation bids; s/he plays an auxiliary role in compiling progress on all bids. The role progressively may be asked to take more responsibility for drafting bids with relevant colleagues, for complex transversal potential projects cutting across more than 2 teams.

S/he can take ownership of specific initiatives, delegated from the CoO, and serves as an active thought partner in internal projects.

Key tasks and responsibilities

**On European Projects (in Partnership with Scientific Director)**

- Conducts regular horizon scanning of European Commission (Research, Digital, ESF+), Innovative Medicines Initiatives (IMI) and other funding schemes, supporting teams via the Scientific Director about possible project funding opportunities – linking in with the Advocacy team where required.
- Joins regular European Commission and IMI funding information calls and updates relevant parties about any developments
- Maintains log of shortlisted open calls as well as maintaining the project summary information spreadsheet, gathering information from relevant places as necessary

Job announcement last updated: 28 April 2020
• Supports the Scientific Director with mobilisation for transversal project applications, planning and logistic support, compilation of contributions, application administration
• Serves as initial point of contact for requests to participate in projects; may hold initial scoping conversation to correctly triage requests together with the Scientific Director, and develops FAQs to enable efficient response

On Foundation/grant applications (in partnership with Resource Development Director)
• Integrates log of applications and maintains progress summary updates
• May be asked to support the Resource Development Director compilation of transversal project applications
• Supports teams with reporting requirements for ongoing foundation projects in liaison with the Resource Development Director

Supporting the Chief Operating Officer with transversal Operations roles
• Designs and populates operations team management information. In particular, collates updates on programmes, projects and the action plan to provide a consolidated highlight report
• Follows up on specific tasks when deputised by CoO
• Serves as co-ordination point for internal requests for pro-bono services such as legal advice
• At times can play a research, co-ordination, or support role in special projects and initiatives
• Provides support for the leadership (Monday management team) meeting and monthly operations team meeting (e.g. agenda, actions & decisions, tracking). May be asked to schedule ad hoc operations team meetings

Experience & skills
• Minimum MA/MS degree (or equivalent experience)
• Minimum 2 years work experience preferably 5 years
• Fluent English speaker, French highly desirable, 3rd and 4th language an asset
• Experience with project management, in EU funded or large projects with several partners including analysis and reporting
• Experience in grant writing / submission or project bid management desirable
• Proven interest in health care; interest or experience with rare and chronic diseases desirable
• Capable of working on multiple tasks under pressure
• Self-driven, organised, autonomous, reactive, reliable and flexible in order to keep track of different activities
• Excellent people skills; must be able to forge effective working relationship with diverse teams
• Team working ability; common sense and capacity to evaluate priorities
• Empathy; driven by patient needs
• Excellent communication and written skills
• Discreet and comfortable working with sensitive and confidential information
• Must be willing to work flexibly

To apply

Please send your CV and cover letter in English to OpsJM@eurordis.org

Deadline for applications: 17 May 2020