

JOB DESCRIPTION:

Campus Project Coordinator at EIT Health Spain

EIT Health Campus, the education programme of EIT Health, provides up-to-date knowledge, skills and attitudes to help turn the brightest learners into healthcare leaders and entrepreneurs who will shape the future of Europe's health. Campus educational offerings are intended to increase industry knowledge and deliver novel skills, as we seek to inject an entrepreneurial approach into European healthcare education.

Campus is one of the strategic pillars that conform EIT Health strategy based on the innovation triangle, together with Accelerator, a business creation programme, and Innovation Projects, which provides comprehensive support for innovations that show the potential to have a positive impact on healthcare. The EIT Health network includes more than 140 partners collaborating in the health and innovation space. EIT Health is a Knowledge and Innovation Community (KIC) under the umbrella of the European Institute of Innovation and Technology (EIT) – a body of the European Union. EIT Health offices are located in Munich, Paris, London, Barcelona, Rotterdam, Stockholm, and Mannheim. In addition, the InnoStars office in Budapest involves Partners from Hungary, Italy, Poland and Portugal. The EIT Health Scandinavian office includes three countries, Sweden, Denmark and Estonia.

EIT Health Spain is formed by five regions – Catalonia, Madrid, Valencia, Basque Country and Andalusia – and 19 partners (10 Core and 9 Associate). The Spanish node of EIT Health offers a vibrant innovation environment with close ties between businesses, universities, university hospitals and healthcare providers who act as strong agents in the three pillars of the innovation triangle: research, education and business creation.

About the position:

EIT Health Spain is currently seeking a Campus Project Coordinator.

- **Reporting to:** EIT Health Spain Education Programme Manager (EPM)
- **Duration:** fixed 15 months (fourth quarter 2019 and all of 2020)
- **Status:** Full Time employee (40 hours/week)
- **Location:** EIT Health Spain office in Barcelona located at the Barcelona Science Park
- **Team:** Currently composed of 10 people

Responsibilities:

Working closely with the EIT Health Spain Education Programme Manager (EPM) the Campus Project Coordinator's responsibilities will be:

- Support the EPM in the management of the Campus activities in Spain, including monitoring projects and offering support to partners, mostly during the implementation phase.
- Support promotion, marketing and communication activities to advertise the portfolio and recruiting learners in collaboration with the European Communications Officer, the Marketing Lead and the Campus Social Media manager.
- Interact with other European EPMs and Activity Line Coordinators and support the coordination of both Spanish and European Campus activities.
- Interact with the EIT Health Project Management Office (PMO) for the execution of all the monitoring reviews and updates of the Spanish-led projects.
- Support in organising and conducting Campus meetings, workshops and events both national and international.
- Collaborate with the Business Creation Team in Spain to track and onboard students and entrepreneurs from Campus and involve them in Accelerator activities.
- Identify collaboration opportunities with Innovation Spain Team during the course of projects (i.e. needs-led education to foster innovation' adoption, etc.).

What we offer:

- Start-up mentality, fast and flat processes, straight internal communication, low hierarchies and freedom to operate.
- An extensive network in the healthcare area of health professionals in industry, academia, and entrepreneurship, with excellent partners to collaborate on various projects of European relevance.
- Friendly atmosphere within a dynamic team at a health entrepreneurial hub.
- An international multidisciplinary environment.
- An opportunity to help create and manage entrepreneurial and innovation communities in Spain and Europe.

Key working relationships:

Internal:

- EIT Health Spain Education Manager and the EIT Health Spain team.

External:

- Members of the EIT Health European Campus Core Group.
- EIT Health partners, both academic and non-academic, specifically partners participating in Campus activities.
- Various stakeholders of the European innovation and entrepreneurship ecosystems and key players in European healthcare education.

Education, skills and abilities:

- Academic degree (Master level or equivalent) in a relevant area (education, biotechnology, or life sciences).
- Expertise in Public Health and / or Life Long Learning Programmes and/ or Professional / Executive Education for Health related disciplines.
- Knowledge of Certification and/ or Accreditation Schemes in Professional and Executive Education.
- Knowledge / Experience of / in Public Outreach Programmes (incl. Digital Outreach).
- Experience in working with international teams and in a multidisciplinary context.
- Proven ability to engage a wide range of stakeholders.
- Excellent communication skills in Spanish and English (both oral and written).
- Capacity to prioritise, resolve problems and manage a variety of tasks and to meet deadlines, both prescribed and self-imposed.
- Ability to work independently and as part of a team, as required with attention to details and personal integrity.

Other:

- Proactive and well organised.
- An open and positive attitude to working in a constantly changing environment.
- Availability to travel within Spain and Europe (10%).

Application process:

- Applications should consist of a full curriculum vitae (2 pages max) and a cover letter in English outlining your interest and motivation in the role as well as how you meet the above criteria.
- Applications shall be filed via e-mail (please use subject: “EIT Health Spain Campus Project Coordinator”) to clc.spain@eithealth.eu by **16 October 2019**.
- Indicate your earliest possible entry date as well as salary expectations; please, be aware this is a new position.
- EIT Health is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex (including pregnancy), sexual orientation, gender identity, national origin, genetic information, creed, citizenship, disability, or marital status.