

## **The European Cystic Fibrosis Society Clinical Trials Network (ECFS-CTN) wants to appoint a Training Coordinator**

The European Cystic Fibrosis Society Clinical Trials Network (ECFS-CTN) is one of the four major projects of the European Cystic Fibrosis Society, a society of European and international experts in all fields of cystic fibrosis (CF) research and care. The ECFS-CTN is a network of independent specialist Cystic Fibrosis Centres across Europe who have voluntarily formed an alliance to improve the outcome of patients with cystic fibrosis (CF). The aim of the ECFS-CTN is to intensify clinical research in terms of quality and quantity to ensure people with CF have access to effective treatment as quickly as possible.

The coordinating centre of the ECFS-CTN is located in Leuven, Belgium, at the University Hospital Leuven, and is currently staffed by 1 Executive Coordinator, 1 Project Manager, 1 Administrative assistant, 1 Standardisation Coordinator (located in Belfast) and 1 Quality Manager (located in Cannes).

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The Training Coordinator will be involved in projects on training and in the day-to-day functioning of the network. Their role and required skills will include:

### **Training**

- Support the ECFS-CTN training committee:
  - in their monthly calls (arrange Zoom, chair meeting, write and circulate minutes)
  - To plan the annual training day (invite speakers, compose the programme...)
- Plan and organise delivery of webinars on targeted topics to train CTN site members
- Plan and organise the delivery of online learning modules about clinical trials
- Develop and maintain an online discussion forum for research coordinators

### **Expert communication**

- Work closely with the ECFS Education Committee and with the members of the ECFS-CTN Coordinating Centre
- Manage and coordinate relevant internal and project-specific communication via appropriate media (e.g. internal reports, reports for stakeholders, newsletters, website content)
- Support reporting of training activities at the 2 steering committee meetings (January and June annually)
- Communicate with and influence other relevant stakeholders, including identifying and exploiting opportunities for further appropriate engagement and collaborations

### **Day-to-day functioning of the network**

- Support other ECFS-CTN committees as needed, in protocol review, feasibility, site quality evaluation, standardisation and investigator-led trials

#### **JOB PROFILE FOR THE PROJECT MANAGER**

- University degree or equivalent training
- Experience as a research coordinator is a plus
- Training and experience in Good Clinical Practice
- Experience in teaching or delivering training, in person and/or online
- Experience in the health care arena and clinical trials, preferably in the field of cystic fibrosis
- Excellent presentation skills
- Positive problem-solving attitude and team worker
- Flexible to move between different projects
- Easy communicator interested in international networking; fluent in English, oral and written
- Management and organisational skills
- Good computer skills: Word, Excel, PowerPoint, and management programs. Experience in learning management system software a plus.
- Understanding of clinical research and of ethical issues involving research in adults and children
- Occasional traveling required

#### **WHAT WE OFFER**

- A half-time contract of one year, that could be prolonged
- A challenging job in a stimulating environment
- A job that makes a difference
- A job with an international flavour
- Remote working possible

If you are passionate about making an impact in this field and possess the necessary qualifications, we invite you to join our dynamic team.

Please send your CV and cover letter to [christine.dubois@ecfs.eu](mailto:christine.dubois@ecfs.eu)

Application deadline **May 9th, 2025**