



Pulmonary Vascular Research Institute

Recruitment Pack

Project Coordinator



About the PVRI

The PVRI is a small charity with an international reach and an important purpose: to reduce the global burden of Pulmonary Vascular Disease (PVD).

Our particular focus is Pulmonary Hypertension (PH), a serious condition which can lead to heart damage and trigger symptoms like breathlessness, chest pain or discomfort, fatigue, poor growth, fainting and light-headedness. PH can reduce both quality of life and length of life. It's estimated that it affects 1% of the global population, yet it isn't widely recognised, or well-understood.

The PVRI brings together a global network of doctors, researchers, regulators, and corporate partners to improve care and raise awareness of PH and PVD. Together we deliver a range of activities:

- International conferences
- An academic peer-reviewed journal, Pulmonary Circulation
- Regular webinars and e-learning, featuring the latest in PH and PVD research, and a range of online learning materials
- An Innovative Drug Development Initiative (IDDI), made up of eight Workstreams: international groups that are working to address the most urgent challenges in PVD research and the development of effective treatments
- A network of Specialty Task Forces working to advance understanding and improve practice in different aspects of PH
- Regional Task Forces, working to improve PVD care and address the most pressing needs of clinicians and patients in their regions

You can find details of all these activities on our website pvrinstitute.org.

About the role

Our IDDI brings together clinicians, academics, regulators and colleagues from biopharma and industry into working groups - or 'Workstreams' - each focusing on a key challenge in PVD diagnosis and treatment. The Workstreams are led by Co-Chairs and each group usually has 10 - 20 members from across the globe.

An IDDI Leadership Team provides infrastructure support and ensures communication between the groups, and a new PVRI body - the Scientific and Medical Advisory Council (SMAC) - has been developed to provide strategic guidance and oversight.

Our Specialty and Regional Task Forces work in a similar way to the IDDI Workstreams and have similar professional memberships. Some Task Forces are extremely active, others less so, but all are driven by global leaders in the field of PH.

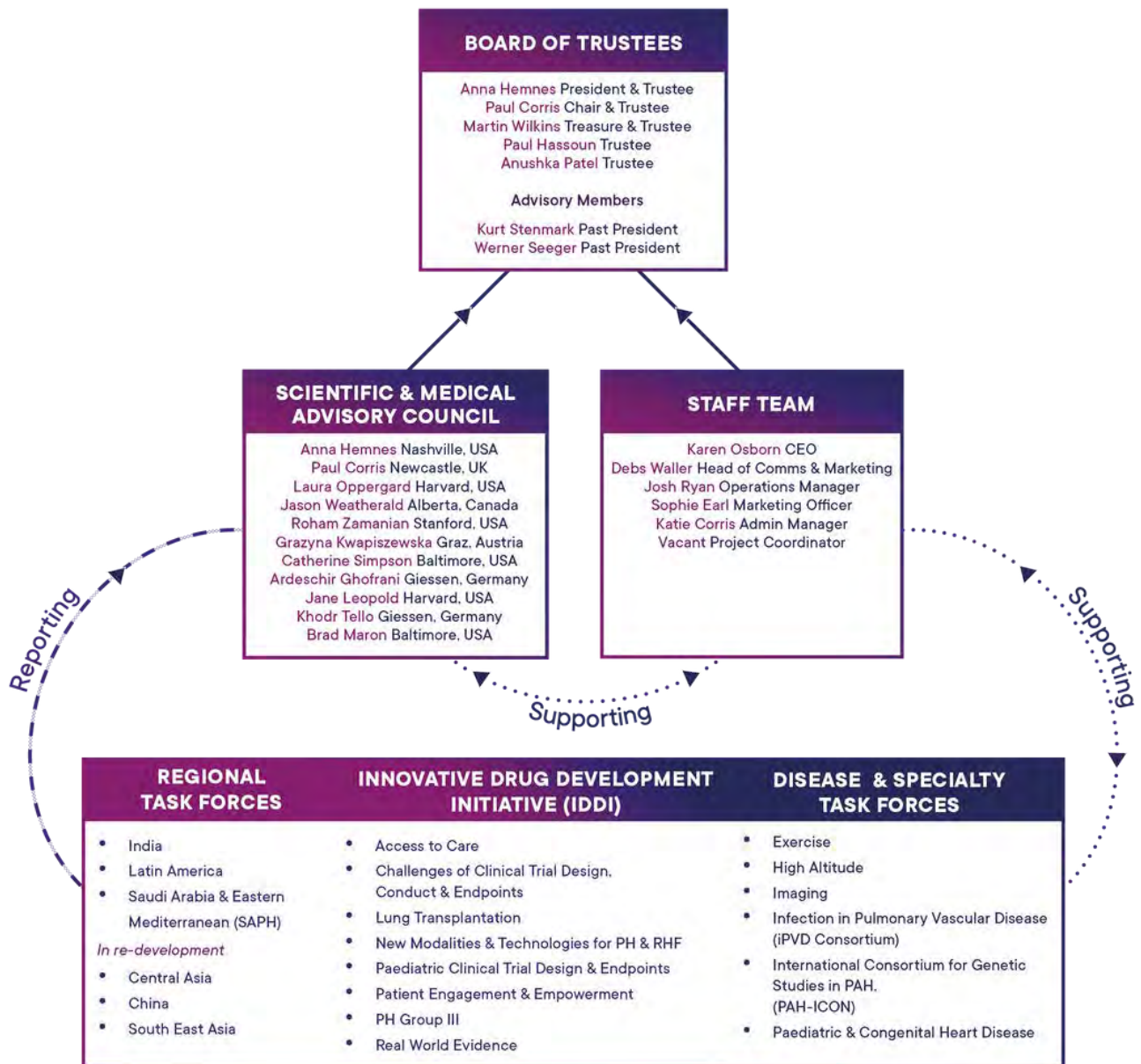
The majority of members already work long hours in their own roles, so administrative and project support from the Project Coordinator is vital. The groups work at different paces and different ways, so the Coordinator's workflow is rarely nice and even!

The postholder needs to be an expert at juggling competing priorities, and negotiating schedules with tact and diplomacy.

Our values

We are open and transparent, easy to engage with, inclusive, and ambitious for ourselves and for the global PH community.

Our structure



Job description

We are seeking someone who will bring energy, skills and commitment to this exciting new role, and in return, we want you to feel valued and engaged.

Job title: Project Coordinator

Responsible to: Operations Manager

Salary: £28,000 - £32,000 p.a.

Hours & contract: Full time, 35 hours/week including occasional evening and weekend work

Location: Ideally hybrid with 1-2 days/week at our office in Bermondsey, London, but we're happy to consider either fully remote or fully office-based.

Job purpose: To provide administrative and project support to our Workstreams and Task Forces, enabling them to successfully deliver their workplans.

We can offer:

- a 35-hour working week and flexible working
- 25 days holiday plus bank holidays
- a positive culture for you to learn and grow in your role, including opportunities for international travel
- a hybrid working environment with flexible days in the office
- a vibrant, sociable office space close to London Bridge and Borough Market
- occupational sick pay
- an employee assistance programme
- personal pension plan

Job description

Key tasks

- Schedule and manage virtual meetings across multiple time zones, develop and circulate agendas and meeting papers, take and distribute minutes, and follow up on action points.
- Support the production of workstream outputs, including:
 - facilitate workstream surveys: set up complex surveys using Survey Monkey, oversee testing, collate, manipulate and distribute survey data
 - arrange translation of Workstream material into different languages
 - proofread, edit and format academic papers for publication
 - support the planning, delivery and evaluation of webinars and e-learning, in liaison with our Comms team
 - schedule and support F2F group meetings at our international Congresses and Drug Development Symposia.
- Maintain an overview of current and planned workstream activity, so that work can be scheduled, and outputs delivered on time and within budget.
- Develop systems to ensure good communication and information flow between Workstreams and with the PVRI team. Flag interesting Workstream developments, opportunities and challenges to the CEO, Scientific & Medical Advisory Council (SMAC) and Board in a timely way
- Produce Workstream reports, data and activity updates for colleagues, trustees and the SMAC, and for our website and publications.
- Keep Workstream contact lists up to date.

Person specification

You will have:

- Excellent organisational and administrative skills
- Strong interpersonal skills and the ability to develop positive working relationships with stakeholders at all levels
- Excellent verbal and written communication skills in English, with the ability to write, edit and adapt complex information for a variety of audiences, and to produce clear, accurate and accessible documents
- Good working knowledge of the Office 365 suite and databases (ideally Dynamics 365), and survey tools including Survey Monkey
- Attention to detail and the ability to produce a high standard of work with minimal supervision
- Willingness to work with all our teams towards the charity's goals, with a keen focus on our vision
- The ability to communicate with individuals and partner organisations in different countries with sensitivity, professionalism and cultural awareness
- The ability to work flexibly and manage a complex workload, managing competing priorities with tact and good humour
- The desire and ability to develop a basic understanding of the key issues in pulmonary vascular disease

How to apply

PVRI is a diverse and inclusive organisation. We value lived experience, and we're genuinely open-minded about your background. If you think you have what it takes to make a real success of the role, we would love to hear from you.

For an informal discussion about the role, please contact our Operations Manager Josh Ryan jr@pvrinstitute.org or our CEO Karen Osborn at ko@pvrinstitute.org.

To apply

To apply for the role, please send us your CV and a supporting statement (max 850 words) outlining what you could bring to the role, and referencing the Person Specification.

Please send these, together with the Equalities Monitoring Form to Katie Corris at kc@pvrinstitute.org by 09:00 on Monday 13 May.

Interviews are scheduled for Monday 20 May at our Bermondsey office.

We look forward to hearing from you!



The Pulmonary Vascular Research Institute (PVRi) is a charity registered in England and Wales (no. 1127115) and a company limited by guarantee (no. 05780068)