



**PROJECT MANAGER/
RESEARCH FELLOW POST**
MARIE SKŁODOWSKA-CURIE ACTIONS
Innovative Training Networks (ITN): [TRAIN-EV](http://train-ev.eu/)
<http://train-ev.eu/>



TRAINING in EXTRACELLULAR VESICLES: for benefit in Health and Disease
“TRAIN-EV”

Exosomes and microvesicles/ectosomes, collectively termed extracellular vesicles (EV), have attracted much recent interest because of their potential functions, use as disease biomarkers and possible therapeutic exploitation. Due to their enormous relevance, this relatively new field of research is quickly expanding. However, there are still many gaps in knowledge that need to be addressed to ensure optimal exploitation of EVs from health and Europe's economic benefit. Addressing this, TRAIN-EV's objective is to provide excellent and integrated multi-disciplinary and inter-sectoral training of a critical mass of ESRs of outstanding potential in the academic, clinical, and industry/business components of exploiting EV, while performing novel cutting-edge research to address these gaps and generate new knowledge. This will be achieved by appointing 15 ESRs into 10 Beneficiary Organisations (6 academic; 4 non-academic), with 4 additional Partner Organisations (3 non-academic; 1 academic) offering secondments, training and additional networking opportunities. All Participants have highly relevant and complementary medical/science/engineering/business expertise that will collectively contribute to the training, to PhD level, of these 15 ESRs as academic and industry EV leaders for the future.

PROJECT MANAGER: Job Description (6.5 months, maternity cover)

Working closely with TRAIN-EV Director, duties include:

managing the day-to-day operational tasks of the project, including management of the overall collaboration and communication within the TRAIN-EV consortium, with Trinity College Dublin, with the collaborating universities, companies and public bodies, with the EU Project Officer and with other stakeholders

- helping to organise and facilitate the training programme and secondments for the 15 early stage researchers
 - facilitating interdisciplinary cooperation between involved researchers
 - monitoring progress and compliance with deliverables and milestones, the grant agreement and the consortium agreement
 - performing and facilitating reporting to the EU
 - helping to organise a consortium meetings/workshops to be held in Tallinn in October 2018
 - monitoring the approx. €4m project budget and maintain contact with the financial department of the University
 - facilitating and supporting consortium partners in practical issues such as appointment of personnel and financial reporting
 - active role in dissemination (incl. maintaining website) and exploitation activities of TRAIN-EV
- assisting on research and/or educational projects of the TRAIN-EV depending on developments in focus of the organisation and your experience

Requirements

- experience with interdisciplinary research
- experience with working in research consortia
- experience with project management in higher education
- exquisite attention to process, details and documentation
- very good language skills in English
- experiences in EU funding are a plus

- a university degree in a bio-related field; knowledge about extracellular vesicles is a plus

Competences:

- proactive, enthusiastic, motivated, flexible and problem-solving attitude
- proven strong communication skills, able to connect to people and quickly build up trust able to coach and motivate team members
- well organised, able to maintain overview and excellent planning and organisational skills results- and solution-oriented
- able to work independently
- adapt to a directing, as well as a facilitating, role when needed
- excellent computer/IT skills
- function well in an environment where deadlines are common

Location and working conditions

This full-time position, starting in mid-August 2018, will be located in the School of Pharmacy & Pharmaceutical Sciences, Trinity College Dublin, Dublin 2, Ireland. Gross salary related to previous relevant experience.

Contract type: 6.5 months (maternity cover)

How to apply

Submit, as a single pdf document to lodrisc@tcd.ie the following documentation by **noon on 12 June 2018**

- Cover Letter (1x A4 page)
- Curriculum Vitae, including the contact details of three referees

Contact for informal enquiries

Professor Lorraine O'Driscoll, Director of TRAIN-EV: lodrisc@tcd.ie

