INNODIA INTERNATIONAL NON-PROFIT ORGANIZATION
HERESTRAAT 49, ONDERWIJS EN NAVORSING 1BIS, BOX 902
3000 LEUVEN (BELGIUM) info@innodia.org

JUNIOR CLINICAL SITE NETWORK COORDINATOR

POSITION DESCRIPTION

- LOCATION This post can be based everywhere in Europe and travel within Europe is expected for 50% of the time.
- STATUS Contract for one (1) year. Role is renewable based on performance.
- Hours Full time position.
- SALARY Aligned with an entry level clinical research associate (1-3 yrs of experience) in Belgium
- WORKING with The INNODIA Clinical Site Unit and the Managing Team
- REPORT to The INNODIA Clinical Site Network Manager

The CONCEPT of Clinical Sites in INNODIA

INNODIA delivers customized services to accelerate and de-risk the development of disease modifying therapies for people living with type 1 diabetes (T1D) and gain the most from every study. INNODIA is the interface between those who want to develop new therapies and those who have the tools and expertise to do so. Specifically, INNODIA – through its Clinical sites (CS) Network - wants to provide to medicine developers focused on disease modifying therapies for T1D the adequate support to run their clinical trials.

The INNODIA Network consists of clinical trial sites that:

- are qualified and regularly verified by a dedicated team of experts
- can enroll subjects from stage I to stage III of T1D
- are fully equipped and have demonstrated capabilities to run intervention clinical trials
- are surrounded by INNODIA referral partners that increase their recruitment rate and pace
- are supported by a dedicated team and program during clinical trial execution
- are embedded in an internationally recognized network of excellent clinical trial sites

The INNODIA Managing Team is composed of various Units, one of which is the CS Network Unit lead by the CS Network Managers supported by CS Network Coordinators. A given number of INNODIA CS (expected 35-40 CS) located in a specific EU regional area are assigned to a CS Coordinator who is the direct reference point and has strategic and operational objectives.

PURPOSE OF THE POSITION

1. To support the CS Manager in implementing a recruitment campaign for engaging new CS.

A clear strategy to recruit new CS Members or referral Partner Members needs to be developed and executed in line with the organization's goals The CS coordinator will contribute to the strategy and implementation under the guidance of one CS Network Manager.

2. To support the CS Network in ensuring readiness of sites to participate to clinical trials.

The CS coordinator will be instrumental in onboarding new CS in a timely fashion to ensure that capacity and feasibility criteria are well known for trial participation.

3. To ensure CS entering the network are qualified and accredited based on INNODIA standards for participation in clinical trials.

The CS coordinator will cover:

i. completion of profiling process
ii. completion of qualification visit (on-site or virtual)

iii. recording of process in appropriate INNODIA database
iv. providing regular updates to other CS Unit Members on qualification process status, completed sites, ongoing issues

4. To monitor assigned CS Members activities.
i. When sites are active in Clinical Trial Teams, the CS coordinator should provide site knowledge to aid the CS Network Managers in following them closely and catch problems to be solved immediately.
ii. Work with CS Network Managers to follow CS involvement from feasibility through study close out.
iii. Assist in developing Clinical Trial team based activities such a support webinars, 1:1 peer support coordination, newsletters.
iv. Travel to sites when necessary outside of qualification visits to address issues

5. To become the reference point of contact for the assigned CS INNODIA members
i. Become the reference trusted person to all assigned INNODIA CS Members
ii. Become the reference trusted person - knowing in details the assigned CS - to the INNODIA managing team members
iii. Be able to provide insight to the CS Network Managers on site specifics to aide in selection of sites for MD opportunities

6. To contribute to the ongoing development of the INNODIA CS Network
i. Contribute to event planning and organization of CS events (virtual or in person)
ii. Facilitate connection with new sites interested in joining INNODIA
iii. Contribute to a database used to gather all key info on CS and take decisions

REQUIREMENTS

Education & Experience:

- At least bachelor's degree in life sciences, pharmacy, nursing, or a related field
- Some experience (internship or entry-level position) in clinical research, clinical trials, or regulatory affairs is a plus
- Knowledge of medical terminology
- Knowledge of Good Clinical Practice (GCP) and clinical trial regulations (EMA/FDA guidelines)

Skills & Competencies:

- Readiness to travel within Europe up to 50% of the time
- Demonstrated ability to maintain high work standards with limited supervision
- Strong organizational and time-management skills
- Attention to detail and ability to follow standard operating procedures (SOPs)
- Excellent written and verbal communication skills (in English)
- Ability to work both independently and in a team
- Ability to interact professionally with a variety of stakeholders
- Proficiency in MS Office Suite (**Excel**, Word, PowerPoint, Outlook)
- Fluency in English; additional languages are a plus

Additional Requirements:

- Right to work in the country of employment
- Willingness to learn and adapt in a dynamic "start-up like" environment

Please send your application (a motivation letter and CV) to
info@innodia.org
deadline: March 15th, 2025