



Pulmonary Vascular Research Institute (PVRI)

# Recruitment Pack

Project Coordinator  
(Maternity Cover)



...y registered in England  
...arantee (no. 05780068)

# About PVRI

PVRI is a small charity with a global reach. Our aim is to reduce the global burden of pulmonary vascular disease with a particular focus on pulmonary hypertension (PH) - a life-threatening and life-limiting condition that affects millions worldwide.

PH can lead to heart damage and trigger symptoms like breathlessness, chest pain, poor growth, and severe difficulties exercising and carrying out normal daily tasks. Diagnosis and care aren't readily available in many parts of the world, and even when they are, PH treatment can itself be challenging and life-changing. Although it's estimated that PH affects 1% of the global population, it isn't widely recognised or well understood.

To change that, we bring together a fantastic network of energetic and committed PH doctors, academics, regulators, patients, and industry partners. Together we're identifying and addressing the key challenges in global PH, educating the global workforce, and encouraging research. In practical terms, we:

- host international scientific conferences
- produce the only open-access peer-reviewed PH journal, Pulmonary Circulation
- run webinars and e-learning featuring the latest in PVD research
- raise awareness of PH and health inequalities, and advocate for better global access to diagnosis, care and treatment
- bring our members and professional networks together into working forums:
  - The Innovative Drug Development Initiative (IDDI): seven multidisciplinary workstreams working to solve the challenges in PH research and speed the development of new treatments
  - Specialty Task Forces: groups working to advance understanding and improve practice in specific clinical areas of PH
  - Regional Task Forces: groups working in-country to address the key regional and national challenges in PH.

We are a London-based registered charity and limited company, governed by an international Board of Trustees and supported by a Scientific and Medical Advisory Council.

Our small, friendly staff team comprises our CEO Karen, Head of Comms & Marketing Debs, Admin Manager Katie, Head of Operations & Impact Elvia, Project Coordinator Rachel who will be taking maternity leave shortly, Advocacy & Engagement Lead Vidhya, and Marketing Officer Catherine. The team is supported by our freelance Finance Manager Steph. We work a flexible hybrid model with office space in Work.Life, close to London Bridge and Borough Market.

In terms of our values, we're open, inclusive and easy to engage with, and we're ambitious for ourselves and for the global PVD community.

We pride ourselves on being open, transparent, easy to engage with, inclusive, & ambitious for ourselves & for the global PH community



# About the role

You will work within our small and friendly staff team, reporting to the Head of Operations and Impact. Your key external relationships will be with our IDDI Workstreams and Task Forces - you can learn more about them here: [pvrinstitute.org/iddi-workstreams-task-forces](https://pvrinstitute.org/iddi-workstreams-task-forces).

Our global membership of scientists, researchers, doctors, pharmaceutical companies, drug regulators, healthcare practitioners, patients and family members span over 100 countries. Many of our members are renowned global experts, leading the way in pulmonary hypertension research and development.

Your role is vital in helping PVRI achieve its mission by supporting the work of our international IDDI Workstreams, Speciality Task Forces and Regional Task Forces. You will provide an important link between PVRI's staff team and our global professional community

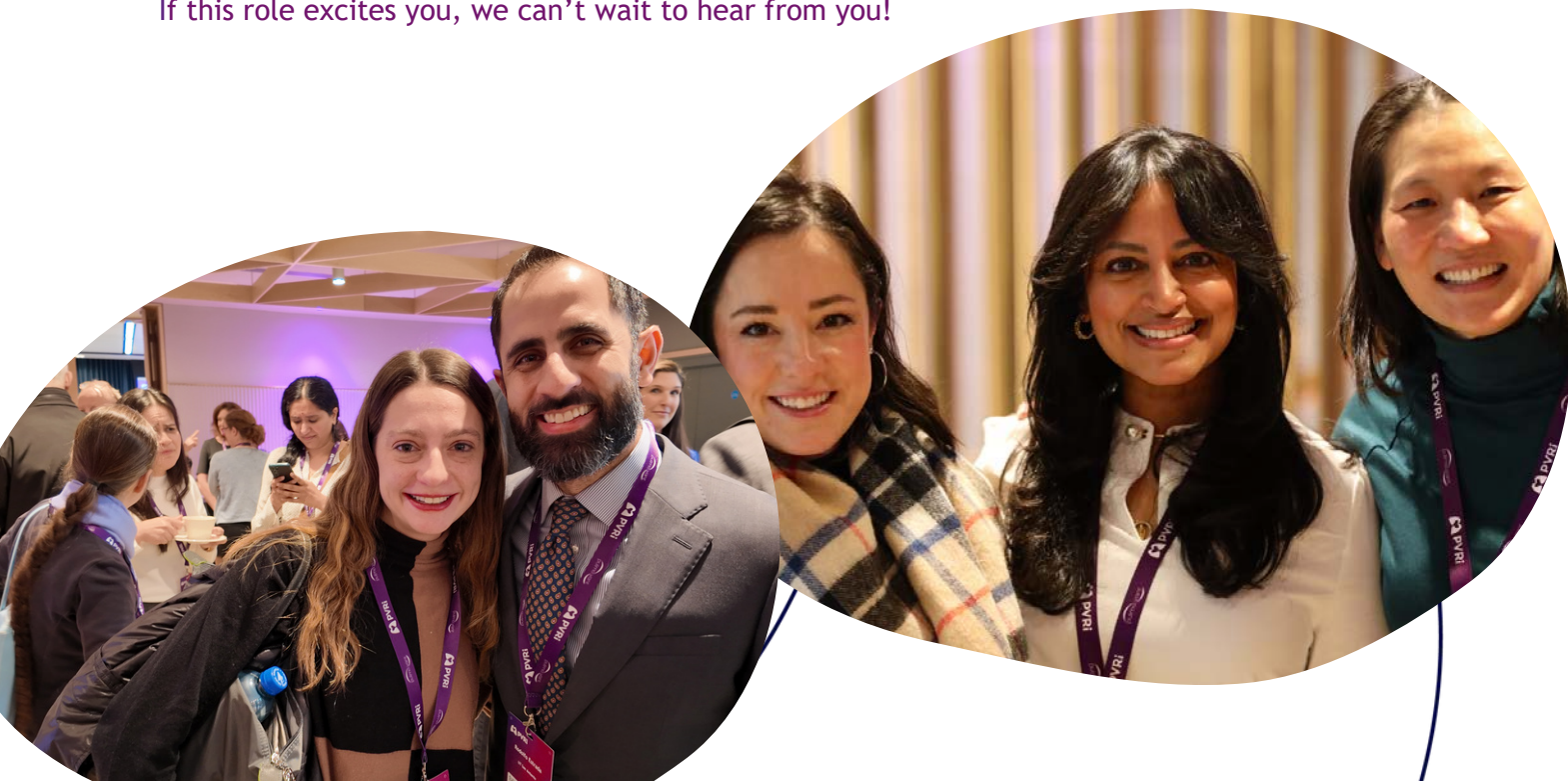
You will coordinate meetings and webinars, take notes, follow up on actions, support publications and help ensure projects keep moving forward. A key part of the role is helping PVRI track and communicate the impact of its IDDI Workstreams and Task Forces, including activity, outputs and opportunities for collaboration. You will help ensure this work is well coordinated, visible and aligned with PVRI's wider strategy.

Our staff team are not scientists or medical experts - but we are skilled at warmly facilitating and uniting the global scientific and medical expert community. We are seeking someone with excellent communication and organisational skills, good attention to detail, confidence working with complex medical terminology, and a genuine interest in PVRI's mission.

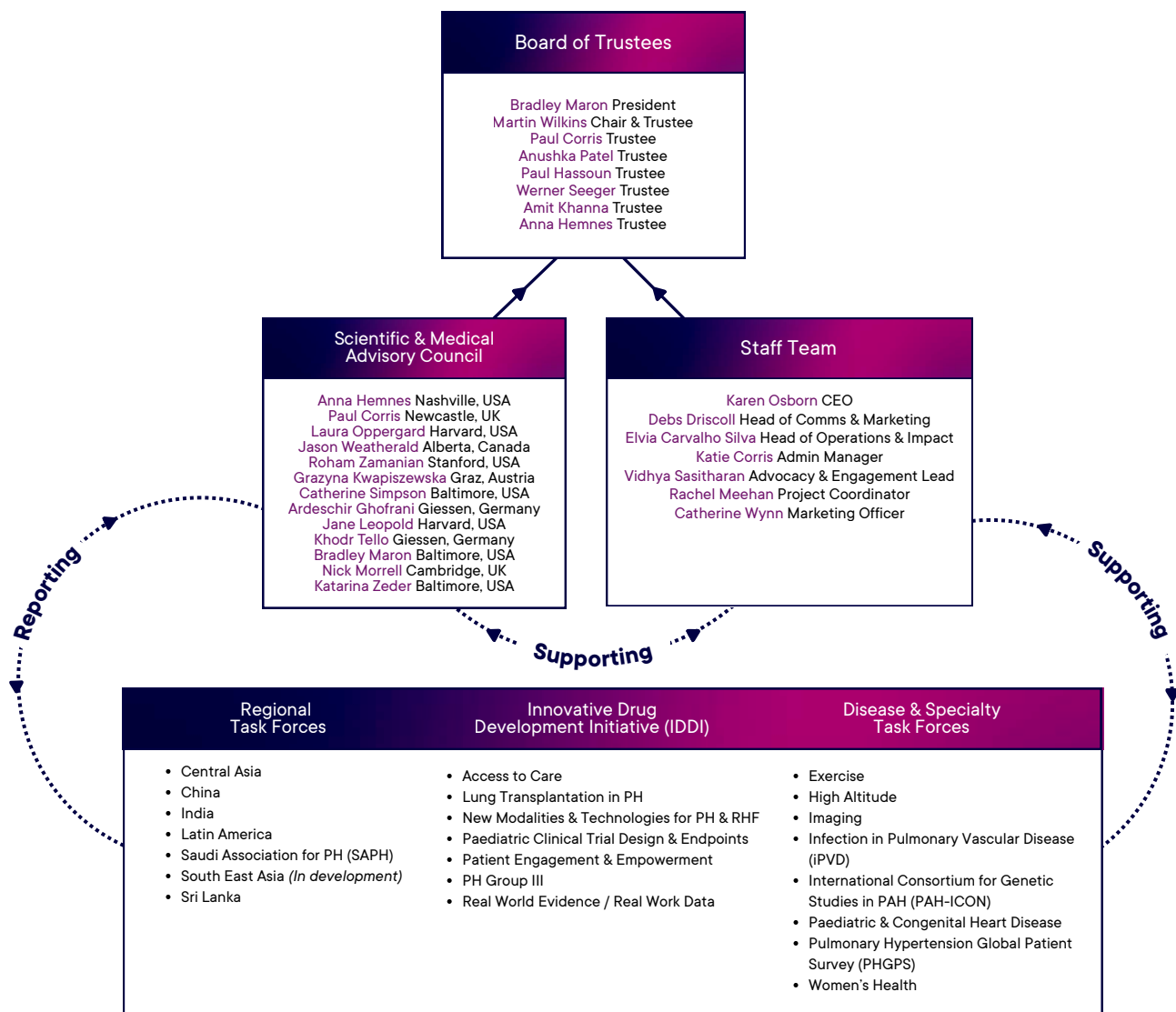
In return, we want you to feel valued and engaged, and we can offer:

- a 35-hour working week with flexible working hours and locations
- a positive culture for you to learn and grow in your role, including opportunities for international travel
- a vibrant, sociable office space close to London Bridge and Borough Market
- a personal pension plan
- an Employee Assistance Programme
- occupational sick pay
- 25 days holiday plus bank holidays
- support with the cost of eye tests and flu vaccines

If this role excites you, we can't wait to hear from you!



# Our structure



Working together to  
reduce the global burden of  
pulmonary vascular disease

# Job description

**Job title:** Project Coordinator (Maternity Cover)|

**Responsible to:** Head of Operations & Impact

**Salary:** £31,720 - £33,280 p.a. (FTE)

**Hours & contract:** Fixed term contract (maternity cover), full-time, 35 hours/week, including occasional evening. The role also involves international travel and short stays away from home (usually once or twice a year).

**Location:** Flexible. As collaboration within our small team is vital, the role is ideally hybrid with 1-2 days/week at our office in Bermondsey, London; however, we're happy to consider either fully remote or fully office-based

**Job purpose:** The purpose of this role is to provide project and administrative support to our international Workstreams and Task Forces, enabling them to successfully deliver academic and scientific workplans, surveys, webinars and academic papers.

## 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.
- Maintain a diary of current and planned workstream activity to ensure work can be organised effectively to manage competing demands, and that outputs are delivered on time.
- Develop systems to ensure good communication and information flow between Workstreams and Task Forces, and with the PVRI team. Flag Workstream developments, opportunities and challenges to colleagues, the Scientific & Medical Advisory Council (SMAC) and our Board in a timely way
- Aid the production of workgroup outputs, including:
  - support the planning, delivery and evaluation of workgroup webinars and e-learning, in conjunction with our Comms team
  - schedule and support F2F workgroup meetings and scientific presentations at our international Congresses, Drug Discovery & Development Symposia, and other ad hoc meetings
  - set up complex online surveys as needed for workgroups, oversee testing, liaise with our Comms team to promote them, and collate, and distribute survey data
  - arrange pro bono translations of Workstream materials and surveys into different languages, using existing international contacts and finding new ones
- Promote PVRI membership and support sponsorship and fundraising activities
- Support the engagement of underrepresented communities and sections of the PH workforce in workgroup activities, and take active steps to promote PVRI's EDI agenda across all areas of work
- Produce Workstream reports, data and activity updates for colleagues, trustees and the SMAC, and for our website and publications
- Maintain detailed group contact lists and ensure our CRM and work group web pages are up to date

# Person specification

## Essential criteria

- Strong interpersonal skills and the ability to quickly develop positive and collaborative working relationships with diverse stakeholders
- Good communication skills in English. The ability to write, edit and adapt complex scientific and academic information, and to produce clear, accurate and accessible documents for a variety of audiences
- Excellent organisational and administrative skills: the ability to deal with complexity, scheduling, resource allocation, and manage competing priorities with tact, delivering successfully to tight deadlines
- Proficient working knowledge of the Office 365 suite, and competence in use of databases and survey tools (ideally including Survey Monkey)
- A willingness to develop a basic understanding of the key issues in pulmonary vascular disease
- A genuine commitment to working in a way that promotes equity and inclusion
- Willingness to be flexible in response to the reasonable needs of the charity.
- To take on appropriate new responsibilities and be prepared to work flexible hours with occasional travel and overnight stays

## 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.

If you have any questions or would like an informal chat about the role, please feel free to contact our Head of Operations & Impact, Elvia Carvalho Silva, at [ecs@pvrinstitute.org](mailto:ecs@pvrinstitute.org).

### To apply

Please send your CV and statement (800 words max), together with the Equalities Monitoring Form, to Elvia Carvalho Silva at [ecs@pvrinstitute.org](mailto:ecs@pvrinstitute.org) by 09:00 on Thursday, 17 September 2026.

Applications will be judged against the criteria set out in the person specification, so please ensure that you reference these clearly in your supporting statement, and while we know that many people use AI in situations like this, we also want to hear your own authentic voice!

In-person interviews are scheduled for Tuesday, 22 September 2026, at our London office, so please hold this date in your diary.

**We look forward to hearing from you!**