



Research Coordinator Job Description

Job Title:	Research Coordinator
Team:	Executive
Salary:	£32,500 per annum pro-rata
Hours of Work:	Hours by negotiation
Annual leave:	28 days plus bank holidays pro-rata
Location:	Milton Keynes with potential to work from home
Contract Type:	Part-time
Reporting to:	Chief Executive
Experience/Qualifications Required:	<p>A degree in biomedical science, with a higher degree and/or research experience desirable.</p> <p>Demonstrable experience of administration and governance of charity medical research grants.</p> <p>Proven ability in effective written and oral communication of science to a lay audience.</p> <p>Some knowledge or awareness of the neuro degenerative disease research landscape a definite plus.</p>

About Us

PSP & CBD are rapidly progressing neurological conditions caused by the premature loss of nerve cells in certain parts of the brain. Like many other chronic conditions there is currently no cure for PSP or CBD. However many of the symptoms can be managed to help people achieve the best possible quality of life.

PSPA is a national, neurological charity currently based in Milton Keynes. Since 1994 we have been providing information and support to people living with PSP & CBD. We also raise awareness of the conditions amongst health & social care professionals, and fund research into diagnosis, treatments and ultimately, a cure. We rely entirely on voluntary donations with a forecast income this year of £1.5 million.

We are currently in touch with approximately 2,000 people living with PSP & CBD, and in addition, approximately 12,000 others registered as health & social care professionals, carers, supporters, volunteers or fundraisers. We run a Helpline service, which is a mix of employed staff at our HQ, and volunteer supporters in the evening.

As PSPA is the only charity supporting people with these conditions in the UK, we will continue to provide support through our fundraising, volunteering and support networks.

Objectives

The post is required to:

- Produce engaging communications and messages about our research activity
- Produce lay interpretation for our internal and external audiences about complex research matters and outcomes
- Manage PSPA's relationships with pharma
- Set up and manage PSPA's research advisory committee
- Provide accurate and transparent management information on our research programme.

Key Duties and Responsibilities

- Work with the CEO and, where appropriate, with the Chair of the Research Advisory Board, to implement an effective research strategy that will continue to drive progress in PSP & CBD research
- Re-establish and support PSPA's Research Advisory Board
- Develop relationships with other funders in the neurodegenerative disease space and consider opportunities for co-funding where appropriate to maximise impact
- Support PSP & CBD research progress wherever possible, including facilitating researcher collaboration, helping with research study participant recruitment and assisting industry with their understanding of patient and carer experiences
- Develop, publicise and maintain the Register of Interest in Research Participation
- Ensure that PSPA's research activities and research news are communicated to our community via social, web and print media. This includes writing or contributing to features in PSPA Matters, the charity's magazine
- Support the Helpline team in responding to calls and emails about research-related topics and in developing research-related literature
- Support the fundraising team in developing campaigns, appeals and applications to trusts for research funding
- Manage PSPA's research grants portfolio, ensuring adherence to appropriate governance and working with the finance team to track commitment and expenditure, providing detailed reporting to the CEO and Trustees
- Develop and maintain relationships with grantees and their teams in order to facilitate their support with research communication (e.g. commissioning blog posts) and research grant management
- Develop and maintain relationships with contacts at international patient associations and collaborate with them on international meetings and events e.g. International Symposium

- Support the development of an international alliance of PSP & CBD associations
- Represent PSPA at research events.

Person Specification

	Essential	Desirable
A BSc in a biomedical science	✓	
A higher degree and some research experience desirable, ideally in neuroscience		✓
Experience of administration and governance of charity medical research grants, including monitoring invoices and expenditure, and maintaining relationships with grantees	✓	
Experience of working with a Research Committee / Scientific Advisory Board to organise peer review of applications and reports	✓	
Experience and proven ability in effective written and oral communication of science to a lay audience	✓	
Some understanding of the neurodegenerative disease research landscape, including potential for collaborations with other funders	✓	
An understanding of the pharmaceutical industry and clinical trial processes		✓
A natural collaborator who will seek to consult on major decisions with the people affected by those decisions	✓	
The ability to work independently with very minimal direction and use initiative to develop ideas for research funding strategy	✓	
Excellent written and verbal communication and interpersonal skills, plus experience of public speaking and delivering presentations	✓	
Experience of the ability to establish rapport and build relationships with a wide range of audiences including those at a senior level	✓	
Strong IT skills and experience with MS Office products		✓
Knowledge of PSP CBD or other neuro-degenerative diseases		✓
Understanding of and a commitment to equal opportunities and inclusion	✓	

Corporate duties

1. Be an effective member of the management team, providing leadership and displaying behaviours that will contribute to a confident, cohesive leadership and management structure in PSPA
2. Set a clear direction for the organisation by fully embracing and implementing the Strategic Action Plan objectives
3. Ensure that confident professional relationships are built and maintained with staff and Trustees

4. Develop and embed a performance culture that delivers results through rigorous open challenge, personal accountability, disciplined execution and continual improvement
5. Ensure full compliance with Health and Safety and associated workplace legislation
6. Ensure compliance with GDPR, data protection and information security and management requirements
7. Promote the vision and goals of PSPA.