



Research Coordinator Job Description

Job Title:	Research Coordinator
Salary:	£28,000 per annum/pro-rata
Hours of Work:	22.5 hours per week (3 days) This may include working some unsociable hours including evenings and weekends
Annual leave:	28 days plus bank holidays/pro-rata
Location:	Milton Keynes with potential to work from home
Contract Type:	Part-time Permanent
Reporting to:	Chief Executive
Experience/Qualifications Required:	<p>A degree in biomedical science, with a higher degree and/or research experience essential.</p> <p>Demonstrable experience of administration and governance of charity medical research grants.</p> <p>Knowledge of research policy and familiarity of AMRC.</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 benefit.</p>

About the role

Reporting to the CEO, the Research Coordinator will be responsible for delivering our current research strategy as well as be involved in managing our research programme and supporting the PSPA Research Committee.

About Us

Based in Milton Keynes, PSPA is a national charity providing support and information to people living with Progressive Supranuclear Palsy (PSP) and Corticobasal Degeneration (CBD). These rapidly progressing neurological conditions are caused by the premature loss of nerve cells to certain parts of the brain, and like many other chronic conditions there is currently no cure. However, many of the symptoms can be managed, and our mission is to provide everyone affected by PSP & CBD with information and support to enable them to lead the best possible life they can.

Raising awareness of these conditions amongst health and social care professionals since 1994, we also fund research into diagnosis and treatments, relying almost entirely on voluntary donations.

We are now looking for a Research Coordinator to join us on a permanent, part-time basis.

Key Duties and Responsibilities

- Work with the CEO and, where appropriate, with the Chair of the Research Committee to implement an effective research strategy that will continue to drive progress in PSP & CBD research
- Support PSPA's Research Committee
- Develop relationships with other funders in the neurodegenerative disease field 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
- Working with the Communications Manager, 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
- Produce lay interpretation for our internal and external audiences relating to complex research matters and outcomes
- 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
- Responsible for ensuring the Manual for Managing Research is kept up to date in line with AMRC best practice.
- 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 as well as organise PSPA’s research events including International Symposiums.

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 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 neurological or neuropsychiatric diseases		✓

Corporate duties

1. Ensure you comply with Health and Safety and associated workplace legislation including GDPR, data protection and information security and management requirements.
2. Contribute fully to team and staff meetings, promoting the role of the research coordinator within the organisation.
3. Display a commitment to equal opportunities and inclusion.
4. Promote the vision and goals of PSPA with employees.
5. Work within the performance culture at PSPA to consistently achieve your targets and the objectives in your annual appraisal.
6. Undertake any other reasonable duties requested of you commensurate with your role and the aims of the charity.