

## Research and PPIE Assistant

Responsible to: Director of Research and PPIE

Responsible for: n/a

Hours of work: 1.0 FTE

Salary: £25,000-£29,000 dependant on experience

Holiday: 25 days

Place of work: Central London (currently home based due to COVID-19)

## The Charity

Bowel Research UK launched on the 29 September 2020 following the merger of Bowel and Cancer Research and Bowel Disease Research Foundation. Bringing together the wider research community, healthcare professionals, patients, their families, influencers and decision makers, Bowel Research UK is committed to funding and promoting innovative, ground breaking research into bowel cancer and other bowel diseases, including chronic life-long conditions such as inflammatory bowel disease (Crohn's disease and ulcerative colitis) and incontinence. The charity also offers a PhD grant programme investing in the next generation of talented researchers, runs relevant awareness campaigns and has a successful Patient and Public Involvement in Research programme.

The charity is now seeking a highly organised and efficient individual to support the administration within our growing portfolio of funded research and also to specifically support a pan European research project, spanning 5 years.

## The purpose of the role

The purpose of the role is to support the Director of Research and PPIE and to provide research and coordination support. Specifically, you will be involved in all aspects of funding processes and the administration of research awards. You will provide administration and organisational support in all phases of the research funding process and work with colleagues to ensure the smooth running of both research and PPIE operational tasks. In addition, the role holder will support a pan-European project and will provide dissemination, communications and administrative support to all aspects of the Patient and Public Involvement within that project. The role holder should ideally be able to speak Spanish.

## Role profile

The successful candidate will offer an efficient and high quality administrative service to both research and PPIE, with a particular focus on the tasks associated with this. S/he will be responsible for supporting our research funding award activities and, ultimately, impact the research that we enable. In addition, the successful candidate will support the effective dissemination and communications function for both research and PPIE across media, social media, stakeholder relations; and will therefore require excellent organisational and communication skills to do so effectively. S/he will also be the first point of contact for supporting Bowel Research UK’s engagement with researchers, public and patient audiences and as such, should be confident when dealing with people.

The role is fast paced and varied and the successful candidate will need to have a proactive and positive approach to work. With a respect for confidentiality and good attention to detail, s/he will be able to prioritise and undertake a variety of tasks promptly and effectively.

While database experience and outstanding administrative skills are essential, the assistant will have knowledge of key IT packages (word, excel etc.) and be able and willing to learn others with which they may not immediately be familiar (for example a grants package).

## Duties

* Be the day-to-day contact for general research enquiries including the grant application process
* Support the Director of Research and PPIE with the launch of new grant rounds including advertising in relevant journals and online, communications to past grant holders and identifying prospects (individual researchers and institutions)
* Support the Director of Research and PPIE to manage the online grant application process. This will include reviewing applications and supporting documentation, preparing applications, data entry and the collation of scoring/feedback in advance of Grant Meetings
* Support the Director of Research and PPIE to manage the Grant Meetings (3 times per year) including liaising with Committee members, preparation and circulation of background papers and communications to grant applicants post the Meeting
* Liaise with the Director of Finance and Operations on invoicing and payments
* Support the Director of Research and PPIE to deliver the PPIE programme including liaising with patients and their families, regular communications, organising meetings and data management
* Support the Director of Research and PPIE to deliver the annual Big Bowel Conference including venue hire, liaising with speakers, invitations, on-site support and post event evaluation
* Ensure the research section of the website is regularly reviewed and updated
* Support the PPI Lead in delivering the work packages within the pan-European project
* Deal with media enquiries, providing advice and support to the range of European charities and /or umbrella organisations regarding consistency of messaging
* Maintain and keep the pan-European project website and social media channels up to date for this project
* Respond to enquiries from the public, to help support recruitment for the clinical trials for this project
* Provide administration support for conferences and events for this project
* Provide administration support for pan-European patient surveys
* Maintain an efficient and organised administrative environment – this includes availability of documentation when required by the EU
* Support particular EU administrative processes, such as timesheets etc., to ensure documentation and processes are in alignment with the EU requirements
* Contribute to the effective management of the project budget, ensuring costs are managed in accordance with project guidelines
* Any other duties that can be reasonably expected within this role.

## About you

To be considered for the Research and PPIE Assistant role, you will need:

* Administration experience and experience of maintaining accurate records
* Experience of coordinating meetings and taking minutes
* An understanding of research funding mechanisms including peer review processes and management of research awards
* Experience of disseminating information via social media and other channels
* Experience of working with a wide range of audiences
* A degree or further education qualification in a relevant subject area or equivalent experience of working in a research or health environment.

October 2020