JOB DESCRIPTION

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<th>Post Title</th>
<th>Head of Research &amp; Policy</th>
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<tr>
<td>Accountable to</td>
<td>Chief Executive</td>
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<tr>
<td>Responsible for</td>
<td>Advocacy Manager, Research Volunteers</td>
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<tr>
<td>Contract Type</td>
<td>Part Time (21 hours / week)</td>
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<tr>
<td>Salary</td>
<td>£24,000 (Full time equivalent £40,000)</td>
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<tr>
<td>Location</td>
<td>Home / occasional meetings at Cardiomyopathy UK office, Amersham, Bucks</td>
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Job summary
The post holder will be responsible for leading the charity’s research and policy activity and contributing towards the charity’s overall direction and management as part of the senior management team.

Main areas of activity

1) Providing patient insight to supporting clinical research
The postholder will be responsible for ensuring that the charity is able to provide valuable and timely patient insight to support clinical research. Activities include:

1.1 Work with the CEO to agree levels of support, and associated costs, that the charity can provide to researchers at different stages of the research cycle.
1.2 Recruit and train a team of volunteers to provide patient insight to support clinical research.
1.3 Work with the CEO to promote the charity’s research support offering.

2) Developing the charity’s research strategy
The post holder will work with the CEO, research committee, trustees, service users and other key stakeholders to develop the charity’s research strategy. Activities include:

2.1 Plan and execute a research priority setting exercise with all relevant stakeholders.
2.2 Monitor and advise on changes in the research environment and opportunities for engagement.
2.3 Develop a three year research plan and monitor progress against objectives

3) Delivering non-clinical research projects
The post holder will be responsible for delivering social research / non-clinical research projects in support of the charity’s objectives. Activities include:

3.1 Develop research proposals for non-clinical projects in-line with agreed priorities.
3.2 Undertake research projects either directly or through a third party and ensure that research meets peer review standards.
3.3 Write up research findings and seek opportunities for publication and dissemination.
3.4 Ensure research findings are communicated to the wider Cardiomyopathy UK team.

4) Securing funding for ongoing research activity
The post holder will work with the CEO and Head of Fundraising and Marketing to secure funding for charity led non-clinical research activity and the provision of patient insight for clinical research projects. Activities include:

4.1 Make applications for grant funding to relevant bodies for charity led projects.
4.2 Ensure that costs relating to the provision of patient insight are recovered by the charity.
4.3 Work with the Head of Fundraising to present the impact and value of the charity’s research activity to supporters/ potential supporters.
5) Promoting research involvement
The post holder will promote suitable opportunities to participate in research studies to the cardiomyopathy community. Activities include:

5.1 Manage and filter requests from researchers seeking participants for their projects.
5.2 Present opportunities to participate via the charity’s communication channels.
5.3 Advocate for research engagement within the community and present outcomes of activity.

6) Overseeing the charity’s volunteer advocacy work – (Change Maker project)
The post holder will be responsible for ensuring that the charity’s Change Maker project meets its agreed objectives and milestones on time and on budget.

6.1 Manage the Advocacy Manager and support them to deliver the Change Maker project.
6.2 Work with the Advocacy Manager to provide updates and reports on activity to the CEO, Trustees, funders and other stakeholders.
6.3 Work with the Advocacy Manager and CEO to identify areas of development for the Change Maker project and secure ongoing funding for this work.

7) Monitoring the policy landscape & promoting the charity’s agenda
The post holder will work with the CEO, Advocacy Manager and Policy committee to monitor the broader policy landscape and identify opportunities for advance the charity’s policy agenda.

7.1 Gather insights from the change maker project, charity led research, Clinical Advisory Group and the charity’s networks to keep abreast of changes in the policy landscape and ensure that the charity’s policy agenda remains relevant.
7.2 Seek opportunities to expand the charity’s network and present the charity’s policy agenda to relevant stakeholders.

8) Building Policy infrastructure
The post holder will work with the CEO to improve the charity’s ability to make a meaningful contribution to national policy

8.1 Work with the CEO to develop plans to increase the charity’s policy work, identifying strategies for growth in this area of activity.
8.2 Work with the CEO and Head of Fundraising and Marketing to present the case for financial support of policy activity and raise income to expand this area of work.

Other duties
- Provide regular progress reports to the CEO, policy committee and research committee.
- Support and attend research committee and policy committee meetings.
- Develop annual budgets for research and policy activity and manage expenditure
- Undertake other duties commensurate with the post as required by the CEO and Board of Trustees.
- Abide by all Cardiomyopathy UK policies and procedures
- Be familiar with matters relating to Health & Safety Management.
- Promote the charity’s vision and values at all times.

This is an outline of the post-holder’s duties and responsibilities. It is not intended as an exhaustive list and may change from time to time in order to meet the changing needs of the charity.
### Person Specification

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<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education</strong></td>
<td>• Higher Degree level education including a significant research component</td>
<td>• PhD</td>
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<tr>
<td><strong>Skills, Knowledge and Competencies</strong></td>
<td>• A solid understanding of clinical and non-clinical research methodology</td>
<td>• Knowledge of the policy landscape and key stakeholders.</td>
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<td>• Experience of the peer review process and a track record of published research</td>
<td>• Experience of recruiting, training and managing volunteers.</td>
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<td>• Experience of communicating and disseminating outcomes of policy or research activity</td>
<td>• Experience of creating organisation wide research strategies.</td>
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<td>• A solid understanding of the value of patient involvement in research and policy development and how patient insight can be gathered and used most effectively</td>
<td>• A track record of securing grant funding.</td>
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<td>• Knowledge of the policy landscape and key stakeholders.</td>
<td>• Experience of working with a wide range of stakeholders to priorities activities.</td>
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<tr>
<td><strong>Personal Qualities</strong></td>
<td>• Ability to work flexibly, as part of a team</td>
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<td>• Confidence and ability to deal with people at all levels.</td>
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<td>• Self-motivated and ability to work on own initiative</td>
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<td>• Ability to plan and organise workload and multi-task</td>
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<td>• Ability to work under pressure and to strict deadlines across a range of activities</td>
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<td>• Flexibility to attend meetings or work outside normal working hours when necessary</td>
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