

Research and Involvement Manager Job Description

JOB DESCRIPTION	
Post Title	Research & Involvement Manager
Accountable to	Head of Research and Policy
Contract Type	Full Time, 35 hrs per week (open to substantial part-time/flexible working, by arrangement).
Salary	£32,000
Location	Hybrid working: home-based (up to 3 days) and the Cardiomyopathy UK office in Amersham, Buckinghamshire [Tube Zone 9] (2+ days)

Introduction to Cardiomyopathy UK

Cardiomyopathy UK is the national charity for people affected by cardiomyopathy. Cardiomyopathy is a disease of the heart muscle. It is a group of conditions that affect the structure of the heart and reduce its ability to pump blood around the body. It can have a devastating impact on the lives of people of all ages and is often inherited. We provide support and information services, raise awareness of the condition amongst the public and healthcare professionals, advocate for improved access to appropriate treatment and support research.

It is an exciting time to join the charity. We are growing and are at the start of our new 5-year strategy. Over the next five years we are committed to:

- increasing the charity's influencing-oriented work, to improve the care and treatment of people with cardiomyopathy;
- undertaking and supporting more research, to better understand how to treat the condition and how to support people living with it;
- enabling better partnership working between the clinical research community and people affected by cardiomyopathy, to achieve outcomes which are meaningful to people with cardiomyopathy.

We are a small friendly staff team working flexibly between our office in Amersham, and home. We are committed to equality and diversity and would welcome applications from all sections of the community.

Job summary

This role is pivotal in the charity's efforts to improve the lives of individuals affected by cardiomyopathy through research. The postholder will ensure that the voices of people affected by cardiomyopathy are central in research into the condition and potential treatments. They will manage the charity's research offering, including partnering on academic and clinical research projects, undertaking research projects, and involving people with cardiomyopathy in clinical and social research. They will influence and support others to drive increased investment in research on areas affecting people with cardiomyopathy.

Key Relationships

Internally, the post holder works closely with:

- The Head of Research and Policy, and the Chief Executive.
- Staff across other Cardiomyopathy UK teams, particularly the Services and Support directorate, and the Marketing and Fundraising Directorate.
- People affected by cardiomyopathy involved in and co-producing research and evidence projects.

Working closely with the Head of Research and Policy, the post holder will also be expected to build and foster collaborative external relations with:

- Other charities and professional groups with an interest in cardiology, health research, genetics, rare disease and associated issues.
- Health research funding bodies.
- The Cardiomyopathy research community.
- Any external advisers Cardiomyopathy UK needs to engage with in formulating credible and expert research.

Main areas of activity

Research governance

- Support the development and delivery of an annual operational plan for research, in line with the five-year research strategy.
- Provide research insight and expertise, providing written papers and oral updates as required.
- Provide regular progress reports to the Head of Research and Policy.
- Write monitoring reports/project update reports as needed for Trustees, funders and other stakeholders.
- Finalise and implement our research protocol defining how we work with researchers. Review and refresh the protocol as needed.
- Oversee our application to full membership of the Association of Medical Research Charities (AMRC) and compliance with their membership regulations thereafter.
- Maintain records of activities, and contacts, using the Charity's CRM database/spreadsheets as appropriate.

Research partnerships

- Respond to research related enquiries, including coordinating letters of support as needed.
- Monitor progress against milestones on the research projects on which we are a partner.
- Oversee the execution of contractual agreements with research organisations and processing of grant invoices.
- Support the Head of Research and Policy in developing our portfolio of research partnership projects as an income stream for the charity.

Patient and public involvement

- Establish and embed our research involvement network, to ensure that people affected by cardiomyopathy have the opportunity to both shape research and take part in research opportunities.
- Lead efforts to diversify research participation both in the research work we undertake ourselves and the research projects we support.
- Ensure that all our audiences are informed of opportunities to be involved in our research, working in collaboration with the marketing and services teams as needed.
- Contribute towards the design and implementation of policies relating to research involvement.

Research projects

- Plan and undertake quantitative and qualitative research projects in line with our research strategy, with input and advice from our research advisory group.
- Support the commissioning-out of quantitative and qualitative research projects, project managing as needed and liaising with the research company to ensure the project objectives are met on time, within budget.

Research landscape influencing

- Proactively engage with researchers, funding bodies and other researchers to influence the direction of cardiomyopathy research.
- Support the development of effective relationships with potential research collaborators and partners.
- Undertake horizon scanning activities relating to life sciences developments relevant to the cardiomyopathy research community.
- Track new drugs through the phases of development.
- Working in close collaboration with the Policy and Advocacy Manager, support our work on Health Technology Appraisals.

Potential grant making and awards

- Work to support activity relating to future grant-making and/or funding awards such as clinical fellowships.
- Establish any processes needed to undertake grant-making/awards activity, scaling this up as needed.

Communication

- Work closely with marketing and comms staff to ensure that scientific and clinical research developments relating to cardiomyopathy are well communicated to people affected by cardiomyopathy and other stakeholders as appropriate.
- Working closely with the marketing team, plan communications relating to our research activity across all our comms channels. Write copy and coordinate inputs from researchers.
- Maintain the relevant pages of our website, in liaison with the digital marketing team.
- In partnership with the digital and marketing team, ensure our audiences are kept informed of opportunities to be involved in research, and the outcomes of our research partnerships.

General

- Respond to enquiries from researchers, members and supporters and the general public.
- Liaise with the Chief Executive, Head of Policy and Research and/or the fundraising team to support work relating to research funding, as needed.
- Contribute to the work of the broader team, developing and maintaining effective working relationships across the directorate, and wider staff team.
- To be prepared to travel to occasional meetings across the UK as the job reasonably demands.
- Take reasonable care of the health and safety of themselves and of the other people who may be affected by actions and omissions at work. To co-operate with the employer to ensure all statutory and other requirements are complied with.
- To comply with Cardiomyopathy UK's governance procedures, particularly in relation to working with people with cardiomyopathy, Volunteers, Safeguarding, Health & Safety and Equality & Diversity.
- To undertake any other work as could be expected of a Research and Involvement Manager.

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

Attributes	Essential	Desirable
Education	<ul style="list-style-type: none">Degree level education	<ul style="list-style-type: none">MSc or PhD in a relevant disciplineFurther research qualifications.
Skills, Knowledge, Competencies	<ul style="list-style-type: none">Strong understanding of how clinical/academic research is conducted.Detailed knowledge of patient involvement mechanisms and principles.Experience of undertaking research management/research administration.Knowledge of the funding cycle, and funding bodies.Knowledge and understanding of grant funding and the peer review process.Able to understand complex scientific information presented in funding applications, reports and research papers, and translate this for non-scientific audiences.Knowledge and understanding of quantitative and qualitative research methods and their application.Excellent written and verbal communication skills, with the ability to communicate effectively in a wide range of media, to different audiences.Strong IT skills including Microsoft Office programmes and online meeting software.	<ul style="list-style-type: none">Experience of working in a research role.Experience of liaising with academic and clinical researchers.Experience in project management.Knowledge and understanding of health technology appraisals processes.Knowledge and understanding of the UK life sciences/research policy environment(s).

Personal Qualities	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills, evidence of applied application. • Demonstrable commitment to collaborative teamwork. • Strong interpersonal skills, able both to influence/persuade a wide range of stakeholders, and treat people sensitively. • Self-motivated and ability to work on own initiative. • Ability to plan and organise workload and multi-task. • Ability to work under pressure, to strict deadlines, across a range of activities. • Demonstrable commitment to inclusive working, ensuring equality and valuing diversity. 	<ul style="list-style-type: none"> • Flexibility to attend meetings or work outside normal working hours when necessary.
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