

Job Title: Wellcome Project Coordinator

Grade: 5

Salary: £26,707 to £27,319 per annum, pro rata

Department: School of Psychology and Vision Sciences

Hours/Contract: Part time (0.6 FTE) fixed term contract until 31 December 2033

Job Family: Management and Administration

Reference: 13046

Role Purpose

To take a key role in supporting the Wellcome-funded project “ASCEND-HD: Advancing Support and Care for Emotional Needs and Distress in Huntington’s Disease”. This project aims to improve our understanding and knowledge of mental wellbeing difficulties in the neurodegenerative condition Huntington’s disease, creating resources for the Huntington’s community, and working with a steering group of academics, healthcare professionals and third-sector representatives.

You will work with the ASCEND-HD team to provide support to the portfolio of work being completed, including managing research participant thank-you payments and queries, event planning, preparation of written materials, and other administrative activities supporting the study and team (strong organisational skills are essential). The portfolio includes work conducted nationally, in collaboration with academic and healthcare staff, charities and community representatives across the UK, so strong communication skills across a range of formats and audiences are crucial. You will work alongside Dr Sarah Gunn (project lead) and in collaboration with the project Research Assistants and Policy Fellow to provide administration and coordination support for activities across multiple projects, between stakeholders, partners and the core team.

For this post, experience of working compassionately with individuals affected by health conditions is crucial. You will be liaising with people affected by Huntington’s and their families, as well as with healthcare staff, and a sensitive approach to working with people in difficult and distressing situations is essential. While you will not be undertaking research with these populations, taking a compassionate and inclusive approach across the team is a priority and we want all our staff to reflect these values in terms of care for self and others.

Main Duties and Responsibilities

Project coordination:

- Contribute to the day-to-day local operations of research project activities including assisting and liaising with collaborators, stakeholders and funders
- Keep up to date with progress across projects, with specific regard to project milestones
- Highlight any challenges or potential issues in the role remit, and liaise with project lead to discuss solutions
- Manage deadlines, timelines and conflicting priorities effectively
- Work with project lead to support with preparation and reporting against timelines for project activities





Communications

- Assist with production of promotional materials including both written and web-based materials, for healthcare workers, stakeholders and people and families affected by Huntington's
- Be able to respond to and assist in the response to internal and external queries
- Provide administrative support to project meetings and assist with the preparation and presentation of project findings as required

Reports:

- Prepare and report against timelines for project activities
- Produce reports and documents for community, policymakers and professionals
- Write up minutes from and take notes at project meetings
- Prepare and maintain records of project activities and meetings
- Provide supported assistance with administration around research funding applications

Finance and administration

- Contribute to the preparation of financial and other reports for funders
- Work closely with project team to prepare grant funding costs for team members, including booking activities and training, managing purchases, and arranging events
- Liaise with study investigators in respect of financial study management, as required, e.g. providing thank you payments to participants and stakeholders for engagement

Training

- Regularly review your own training needs and attend training as necessary, including mandatory training. You may be supported to undertake relevant additional personal development via discussion with your line manager

General research administration

- Provide administrative organisation, with duties including preparation of documents and spreadsheets; arranging and attending meetings, taking minutes as necessary
- Liaise effectively with research, clinical and community colleagues and stakeholders, as well as team members
- Develop posters, slides and other materials for presentations, conferences and short courses, including for publication
- Maintain accurate project records, ensuring all paperwork is stored in accordance with the School's file structures and requirements (both electronic and hard copy)

Other duties

- Plan and organise own workload according to priorities and be flexible as necessary
- Promote a positive research culture and observe and comply with all College policies and regulations, including the key policies and procedures on Confidentiality, Conflict of Interest, Data Protection, Equal Opportunities, Financial Regulations, Health and Safety.
- Attend suitable training courses or equivalent as requested, and be proactive in terms of continued professional development, including participation in training as part of planned grant work.





Internal and External Relationships

- Supervision and advice will be provided by the project lead, with additional support from the ASCEND-HD academic staff (Research Assistants, Policy Fellow) as appropriate, and from wider School colleagues in relation to broader aspects of project management duties and administration
- Communicate and liaise with colleagues and collaborators involved in projects as needed
- Contribute to planning and administration around patient and public involvement and engagement activities with third sector organisations and special interest groups
- Communicate and liaise with research participants and others from the Huntington's community, taking a sensitive and compassionate approach at all times to working with people affected by this neurodegenerative condition

Planning and Organising

- Responsible for the project management duties described above, under supervision of the project lead and with further support from the project team and wider School as required
- With guidance from line manager, plan own work and prioritise research and project activities appropriately. This may include adaptation of plans and rapid responses to meet the needs of the research programme
- Co-ordinate resources and maintenance of equipment under supervision, backing up data to secure University drives, and following data protection legislation in full (per the mandatory training you will undertake)
- Effectively manage time to deliver on the priorities of the research programme and meet deadlines with the support of the line manager.

Qualifications, Knowledge and Experience

Essential

- Educated to A level or equivalent and/or relevant experience*
- Experience in the coordination of research projects and project activities (ideally within a research setting, the NHS, or higher education)*
- Experience of working sensitively and compassionately with participants affected by health conditions (ideally neurodegenerative health conditions) and their families*
- Experience of liaising with multi-professional and community stakeholder groups*
- Experience of working on health-related research projects*
- Experience of working to deliver project support functions, including liaison with participants, event planning and other administrative support*
- Experience of taking minutes/notes of meetings
- Experience of working to regular deadlines*

Desirable

- Educated to degree level or equivalent
- Working knowledge of administrative and financial processes within a higher education setting*
- Knowledge of FEC and grant costing*
- Detailed understanding of university information governance standards and procedures





- Experience of contributing to patient and public involvement and engagement activities

Skills, Abilities and Competencies

Essential

- Understanding of inclusive research practice and with relevant experience or training, or willingness to undertake training
- Excellent interpersonal skills, to support engagement with collaborators, colleagues, and participants in studies
- High level of proficiency in written and spoken communication in English, sufficient to undertake research-related and administrative activities utilising English language materials, and to communicate effectively with staff and participants/patients in research, engagement and dissemination contexts (noting that some participants may have receptive and expressive communication difficulties and therefore clear, high-quality communication is crucial)*
- Ability to communicate sensitively and compassionately with people at all levels and from different contexts
- Excellent IT skills, including Word, Excel, PowerPoint, Teams, e-mail and use of the internet
- Excellent writing and communication skills
- Effective analytical, decision-making and problem solving capability
- Excellent attention to detail*
- Ability to develop effective working relationships with staff at all levels
- Ability to work under pressure and to manage and prioritise multiple tasks simultaneously, successfully meeting internal and external deadlines
- Proven ability to work effectively as part of a team
- Ability to use initiative and work independently
- Ability to handle confidential information with tact and discretion
- Willingness to travel, as required and be flexible in terms of working hours if required

****Criteria to be used in shortlisting candidates for interview***

Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.





Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Freedom of Speech

The University is committed to upholding freedom of speech and academic freedom within the law throughout our recruitment processes. We ensure that all candidates are considered based on merit and suitability for the role, without regard to their lawful viewpoints or the expression of challenging or controversial ideas. Our recruitment policies and practices are designed to protect applicants from discrimination or adverse treatment on the basis of their opinions, and to foster an environment where open debate and diverse perspectives are valued as essential to our academic mission.

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equality, diversity and inclusion.

