

Research Engagement Lead

Appointment brief
March 2024

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charity recruitment specialists

About us



National Eczema Society is the UK charity dedicated to making life better for people with eczema and their families. As a relatively small and agile organisation, we punch above our weight and have big ambitions.

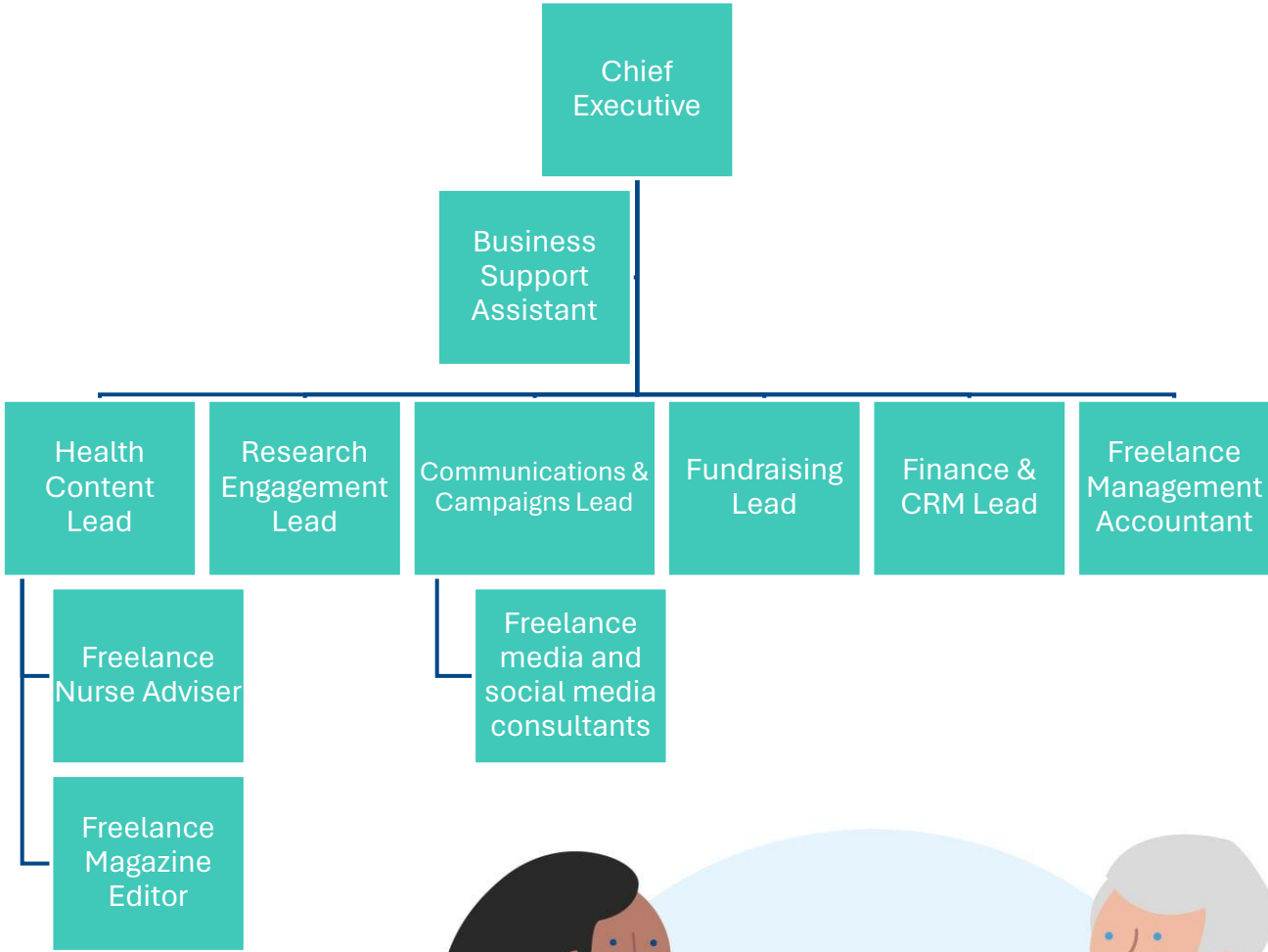
We rely on voluntary donations to fund our work, sharing information about living well with eczema through our website, publications, communications and awareness campaigns. We also provide a collective voice for people with eczema, raising awareness, supporting eczema research and campaigning for better medical care.

In the UK, around 1 in 5 children and 1 in 10 adults live with eczema, so lots of people are looking to the charity for hope and support. Our mission is to empower people to live well with eczema, to become ‘expert patients’, supported by a charity that puts their needs first. Through growing our research, campaigning and awareness-raising work, we want to improve the quality of life for people with eczema in the future.

As part of our exciting new strategy, we are expanding our work supporting eczema research. We already contribute to a number of eczema research projects, providing patient insights and supporting patient recruitment to trials. We are building on this area of activity by establishing a programme to fund eczema research. This will focus initially on studentships and innovation grants, and we would look to expand this subject to funding.

We are passionate about improving the quality of life for people with eczema and raising awareness of this complex medical condition. You would join our small team based at the charity’s offices in Camden, north London. We are relocating to new co-working offices in central London in early 2025. There is flexibility for some home-based working, but you are expected to work in the office at least two days a week to support effective team-working.

Our structure



Job description

Research Engagement Lead

This is new role at National Eczema Society and demonstrates the charity's commitment to growing our support for eczema research. There is considerable scope for the postholder to shape the way the Society supports eczema research in the future. We have an ambitious strategy, including establishing a research grant programme and creating an 'Experts by Experience' patient panel to ensure our research engagement drives the change people with eczema want most. The postholder provides the principal channel of communication and advice between the charity and the eczema research community.

This role will suit someone who is proactive, organised, rigorous and likes variety. To be successful, you will need to enjoy working in a small team and small organisation, and be comfortable taking decisions and responsibility.

Job title	Research Engagement Lead
Salary	£40,000 per annum
Reports to	Chief Executive

Job purpose

The post-holder leads on medical research and patient research engagement for the Society.

Key responsibilities

- Establish and manage an eczema grant research programme, to fund PhD studentships and research innovation grants
- Establish and coordinate an 'Experts by Experience' panel of people with eczema, who are able to share their lived experience to benefit eczema research projects
- Network and represent the charity with research stakeholders, working closely with the Society's Medical Advisory Board (MAB)
- Lead on research communications.

Job description

Specific responsibilities

Establish and manage an eczema grant-giving programme (approx. 40% of the role)

- With Chief Executive and Medical Advisory Board (MAB), scope and develop a research grant application process, including setting eligibility criteria, and peer review and lay review of grant applications
- Manage annual grant application process, including promoting research grant opportunities within the eczema research community, responding to researcher enquiries, developing application guidance, managing application reviews, arranging grant award meetings, and feeding back to unsuccessful applicants
- Inform successful applicants of grant awards, arrange signing of agreements and manage contracting process, and more generally ensure compliance with the terms and conditions of the grant award
- Manage grant payments and researcher invoices. Work with the Finance and CRM Officer to issue grants and related financial information
- Develop relationships with grant holders and PhD students to ensure the timely collection of interim and final reports, and published articles, disseminating as needed
- Compile research meeting agendas and write minutes, and produce reports for the Board of Trustees and annual report

Establish 'Experts by Experience' panel of people with eczema (approx. 20% of the role)

- Scope and introduce an 'Expert by Experience' volunteer patient panel of people with eczema who are willing to share their lived experience of eczema and relevant skills with researchers and in other contexts
- Recruit and support volunteer panel members with induction, regular communications and periodic meetings
- Encourage panel members to participate in patient engagement opportunities, both within the charity and in external eczema research initiatives.

Network and represent the charity with research stakeholders (approx. 15% of role)

- Maintain and develop effective working relationships with key stakeholders and organisations in the eczema research and clinical communities
- Represent National Eczema Society as a member of key eczema research project steering groups

Job description

- Represent the Society with external research stakeholders, attending research events and promoting the Society's work at external meetings and conferences
- Liaise with pharmaceutical and other relevant companies to nurture working relationships and optimise patient engagement opportunities
- Research and write policy consultation responses, e.g. for consultations and appraisals run by MHRA, NICE, SMC
- Support the Society's Medical Advisory Board and attend meetings
- Write responses to media enquiries about eczema research
- Maintain awareness of UK eczema research landscape and search out opportunities for improved patient engagement and to promote the Society's work.

Research Communications (approx. 15% of role)

- Maintain ongoing relationship with Society-funded projects and report on progress to charity stakeholders and the wider eczema community, ensure the details of funded grants are available on the charity's website
- Work with grant holders and PhD Students on communications to help inform patients and the public about their research
- Responsible for ongoing communication with members of the charity's Experts by Experience patient panel
- Contribute to writing research content for the Society's website, e-newsletters, blogs, membership magazine and other resources
- Write responses to media enquiries about eczema research as needed
- Produce research updates for the charity's Board of Trustees and Medical Advisory Board
- Contribute to planning and delivery of the annual National Eczema Week awareness campaign and to the content of fundraising appeals.

General management

- Support the Chief Executive in producing the annual budget and operating plan for the Society, including leading on own areas of responsibility
- Produce and monitor the Research Engagement budget, working with the Chief Executive
- Contribute to periodic strategy development scoping and planning
- Maintain key indicators reporting for own areas of responsibility.

Job description

Additional responsibilities for all National Eczema Society staff

- Adhere to Society policies and procedures
- Comply with data protection regulations ensuring that personal information remains absolutely confidential
- Be responsible for own personal learning and development and to support the learning and development of others and the whole organisation
- Organise your work to ensure that it is accurate and meets quality targets and reasonable deadlines
- Undertake any other tasks, duties or projects that may arise from time to time.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The Chief Executive may stipulate other reasonable requirements.

Person specification

All of the following are required unless marked as desirable. Requirements are assessed using information provided on the application form, and from interviews, skills assignments and references.

Qualifications and knowledge	Application	Interview
Educated to degree level, ideally in a science subject	X	
Competent user of Microsoft Office applications and online meeting platforms (e.g. Teams, Zoom)	X	
Knowledge of research grant administration	X	X
Understanding and commitment to patient involvement in research and awareness of best practice	X	X
Understanding of, and respect for confidentiality and data protection	X	
Understanding of the UK medical research sector, including bodies like the Association of Medical Research Charities		X

Experience	Application	Interview
Experience of research grant administration	X	X
Administrative and/or research experience in a research environment in academia, the charitable sector, or similar	X	X
Experience of working with patients and of supporting the involvement of patients and carers in research	X	X
Experience of managing and leading initiatives within an organisation	X	X
Experience of dealing with a wide range of people and organisations, networking and building working relationships		X
Evidence of competency in using databases, analysing data and writing reports in technical and lay language	X	X
Experience of representing an organisation with external stakeholders and at external events		X

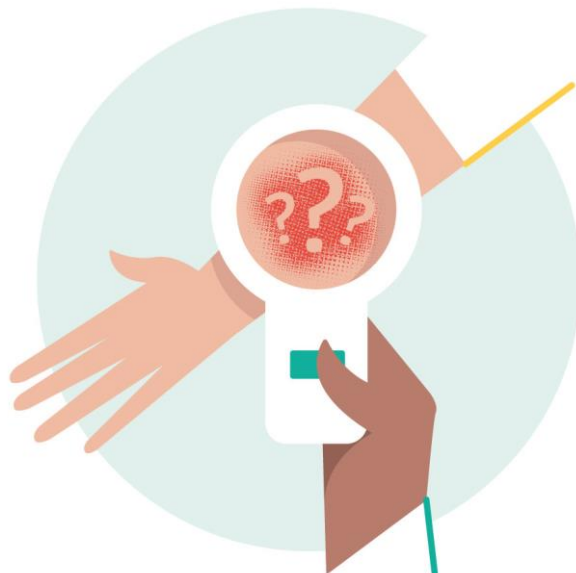
Person specification

Skills and abilities	Application	Interview
Good written and verbal communication skills, together with strong numeracy competency. Excellent attention to detail.	X	X
Confident communicating complex science to a broad spectrum of people (ranging from researchers to the general public)		X
Evidence of logical planning and organisational skills, along with flexible/adaptable approach to time management	X	X
Capable of managing and delivering multiple activities at one on time	X	X
Able to plan, budget and monitor grant award expenditure	X	

Values, attitudes and behaviours	Application	Interview
Able to show empathy and to understanding the difficulties of people affected by eczema	X	X
Well organised and able to manage and prioritise own workload, and to work effectively with minimal supervision	X	X
Highly self-motivated and proactive, able to work effectively in a home setting as well as an office		X
Able to work collaboratively with others and in a small team	X	X
Able to inspire and motivate others		X
Comfortable using appropriate initiative and judgement, and taking decisions independently within remit.		X
Interest in medical-related research	X	
Willingness and ability to learn and to adapt to changing situations		X
Commitment to the vision and aims of the Society, including commitment to equality and diversity	X	X
Able and happy to travel independently and to work occasional evenings and weekends, as well as occasional overnight stays away from home.		X

Terms of appointment

Job title	Research Engagement Lead
Salary	£40,000 per annum
Reports to	Chief Executive
Location	We offer a hybrid model of working and our office is based in Camden, North London, which will be your location and contract base. This role gives you the opportunity to work from home three days a week
Hours	Full-time, 35 hours per week
Contract	Permanent
Travel expenses	Staff are required to pay for travel costs to and from their home to the London office, regardless of where they live. Staff are able to claim travel expenses for journeys to places other than the London office for work purposes
Annual leave	28 days per annum (including three mandatory days over the Christmas and New Year period), plus bank holidays



How to apply

If you would like to apply for this position, please send the following:

- An up-to-date CV outlining your employment history, academic and professional qualifications
- A Supporting Statement (no more than 2 x A4 pages)
- Demonstrating how you meet the criteria outlined in the Person Specification
- Outlining why you are interested in the Communications and Campaigns Lead role at the National Eczema Society

Please submit your completed application to lizzy.clark@harrishill.co.uk to arrive by 9am, Monday 15th April 2024.

For an informal and confidential conversation about this position, please contact Lizzy Clark via the above email address.

Dates for your diary:

Closing date	9am, Monday 15 th April 2024
First stage interview (online)	18 th /19 th April 2024
Second stage interview (in-person)	w/c 22 nd April 2024

Please could you also let us know if you will require any special provision should you be called forward for interview, or if you have any anticipated difficulties with the dates.

Harris Hill Charity Recruitment Specialists operates an equal opportunity policy and commits to treating all of our candidates and jobseekers fairly. We welcome and encourage applications from everyone regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Advertisement

Harris Hill are delighted to be partnering with National Eczema Society in their search for a Research Engagement Lead.

Location: Camden, North London. This role gives you the opportunity to work from home three days a week.

Salary: £40,000

National Eczema Society is the UK charity dedicated to making life better for people with eczema and their families. As a relatively small and agile organisation, they punch above their weight and have big ambitions.

As a Research Engagement Lead you will lead on medical research and patient research engagement for the Society.

This is a new role at National Eczema Society and demonstrates the charity's commitment to growing their support for eczema research. There is considerable scope for the postholder to shape the way the Society supports eczema research in the future. They have an ambitious strategy, including establishing a research grant programme and creating an 'Experts by Experience' patient panel to ensure research engagement drives the change people with eczema want most. The postholder provides the principal channel of communication and advice between the charity and the eczema research community.

The successful candidate will have experience of research grant administration and a background working with patients and supporting the involvement of patients and carers in research. You must be confident communicating complex science to a broad spectrum of people (ranging from researchers to the general public), be able to plan, budget and monitor grant award expenditure and be comfortable taking decisions and responsibility.

If you have strong research experience (in a research environment in academia, the charitable sector, or similar), enjoy working in a small team and are proactive, organised, rigorous and like variety, then please do get in touch!

If you would like to receive further information, including the full job description and how to apply, please send your CV to lizzy.clark@harrishill.co.uk

Closing Date: 9am, Monday 15th April 2024

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