



Head of Research

Role Pack - September 2024





We're getting to grips with guts. Will you join us?

Thank you for your interest in joining our team at Guts UK.

Guts UK Charity is committed to a world where **digestive disorders are better understood, better treated and everyone who lives with one gets the support they need**. Too many people are suffering or dying in silence or alone. They don't know where to turn for information or support, diagnosis takes too long for many and treatment can be often come too late.

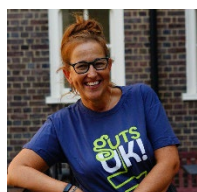
We are the only UK charity funding research into the digestive system from top to tail; the gut, liver and pancreas. We fund lifesaving research, provide patients and loved ones with expert information and support, and raise awareness for digestive disorders - we are informed by evidence and expertise and our community and the patient voice.

We have a proud history since 1971 and changed our name and refreshed our mission in 2018 to better focus on our community and the patient voice which is at the heart of everything that we do.

We have big ambitions for the future and are seeking a **Head of Research** who shares our vision and passion. Developing and growing our research portfolio is critical to us driving real change. We're looking for someone who can lead our small research team, support the development and implementation of a new research strategy, and optimise our processes to make sure the research we support makes a real difference to people's lives.

You will join a small but highly motivated, professional, and engaged team eager to further develop our work and impact. This new role will be a member of the Senior Leadership Team, helping set the direction for and successfully deliver on our future.

This is a very exciting time to be joining Guts UK. We look forward to hearing from you.

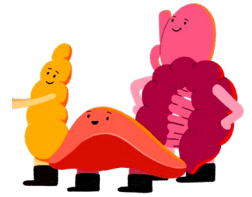


Suzanne Hudson, Chief Executive

Who are Guts UK Charity?

Guts UK is the charity for the digestive system

People are suffering. People are dying.
All because of a lack of knowledge about our guts.



Guts UK is *the only charity* that covers all of the digestive system, from 'top to tail' covering the gut, the liver and the pancreas. Guts UK works actively and collaboratively with other charities. However, with our own limited resources, we choose to focus particularly on the conditions that have no other specific charity or voice - those illnesses that really are underserved such as pancreatitis, diverticular disease, irritable bowel syndrome (IBS), childhood gut and liver disease and digestive cancers.

Our Vision

A world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need.



Our mission is to end the pain and suffering for the millions affected by digestive diseases. Guts UK's research leads to earlier diagnoses, kinder treatments and ultimately, a cure.

We deliver this through **three objectives**:

Providing expert information - when armed with the right information, patients can take control of their health and make informed decisions. We provide evidence based information and guidance to patients, carers and health care professionals



Raising public awareness - research shows that 58% of people are embarrassed to talk about their digestive conditions or symptoms. We run campaigns and events to spread awareness and education to empower people to speak up and seek help



Funding and driving research - we fund awards, grants, prizes and fellowships into the entire digestive system. We involve our patient panel in all of our research decisions and in our work on policy, pathways and treatments and we run PSPs to ensure research is focused in the areas that will drive the most difference



Being part of our team



Pay and progression

- We benchmark our salaries and review annually
- We are committed to training and development for all team members and have a budget to support external training and conferences dependent on need
- We have a performance management process which includes development planning designed to support our employees

Location and flexible working

- We have offices in London and Huddersfield which are easily accessible by road or public transport. We support hybrid working but attendance in one of the offices [dependent on your location] is required on an average of 2 days per week. If you are interested in the role but have queries about office-base requirements, please contact us to discuss.
- Home working is fully supported and necessary adjustments can be made as needed.
- As a small national charity, it is important for us to get together in person as a team a few times a year. Travel and overnight stays are required for team and other days with expenses and travel costs met by the charity.
- As a small team, we share the responsibility of representing Guts UK at events and conferences. Again, travel and expenses (and a branded t-shirt of course) will be met for authorised work activities.

Benefits and wellbeing

- We offer 27 days annual leave each year with 3 days off at Christmas and 2 at Easter.
- Our Employee Assistance Programme provides mental health support, Remote GP access, physio and personal training, legal and financial support alongside savings, discounts, and wellbeing training and courses. These free services are available to you and subject to eligibility criteria, family members.
- Income protection and a Group Personal Pension plan (3% employer contribution).
- We pride ourselves on the health and well-being support for our team, a number of whom live with health conditions and have agreed reasonable adjustments to support them in their roles.

Head of Research - Overview

Hours:	Full time, 37.5 hours per week
Salary:	£45,000 - £49,000 (dependent on experience and location)
Reports to:	Chief Executive
Location:	London (NW1) or Huddersfield (HD1) We are open to flexible working arrangements but a presence in our London or Huddersfield office is required required

Overall Purpose

To lead the delivery of the charity's strategic research aims including managing and further developing Guts UK's grants programme, managing our small research team, working with research partners and networks to raise awareness of our work and outcomes, further develop impact, and continue to develop and embed patient and public involvement (PPI) in our research.

To drive new initiatives and develop and deliver tactical plans for the Research team which meet our strategic objectives.

As a member of the charity's senior leadership team, to contribute to the leadership, planning and delivery of strategic initiatives and the wider development of the charity.

Who we're looking for?

As a small but growing national charity, we punch above our weight including our research programme where we invest directly and in partnership with other organisations. We are looking for an experienced healthcare research manager who is looking to take their next career step including a move to senior leadership role. With the support of our CEO, SLT, and the Board Research Strategy Committee, you will take ownership of this portfolio, further develop and successfully delivery research strategy, and develop our research investment and impact.

We currently have a small Research team, so while this role requires strategic thinking and leadership, similar to charities of our size you will need to be someone who relishes multi-tasking and isn't afraid to roll their sleeves up to things done. In the long term we are targeting significant growth in our research portfolio, and therefore our team, and so the role will develop and evolve.

So, if you know the medical research landscape, are experienced in research grants management, enjoy working with others and building professional partnerships, have a passion for patient voices and don't mind getting stuck in – this role could be just what you're looking for.

Job Responsibilities

Deliver Guts UK's research aims in accordance with the research strategy

- Deliver the implementation of the charity's research strategy and plans including identifying and developing effective relationships with potential research collaborators and partners to raise the profile and impact of research for people affected by guts conditions
- Ensure research programmes are focused on the needs and priorities of people living with digestive health conditions
- Manage the annual research call including working with our research panels and committees including the Research Strategy and Research Awards Committee to manage the peer review process and the successful awarding of grants
- Further develop the research grant management database including reviewing and updating procedures and working practises and ensure we fully capture impact
- Review and manage the current portfolio of Priority Setting Partnerships delivered by Guts UK and determine a future pipeline of work to be delivered that aligns with our wider strategic goals
- Review and develop our programmes of PPI in research and identify further opportunities for increasing patient and public involvement in research in accordance with the research strategy. Support further development of our PPI work including reviewing and further developing our framework for managing demand from researchers and corporates with our PPI Officer.
- Work collaboratively with all charity teams ensuring the work of the Research team is understood and aligns with and/or supports the work of other teams
- Develop research networks and horizon scan the sector to keep up to date and identify potential opportunities to further develop research including partnerships
- Representing Guts UK in relevant clinical research groups ensuring our patient voice is heard and the work is aligned to our strategic goals and plans
- Ensure equality, diversity and inclusion and patient voice are embedded in our research

To manage, support and lead our small research team to achieve Guts UK's aims and objectives.

- Leading and managing our team ensuring staff and volunteers are trained, supported and motivated to deliver consistent, effective and high-quality services

- Overseeing the management and interaction with our Experts by Experience panel ensuring we are fully utilising their experience and knowledge for the benefit of our work
- With SLT develop annual operational targets for research that align with and support the overarching strategic objectives of the charity and then deliver to the charity's operational plan including developing and reporting against performance measures
- Build excellent working relationships with key stakeholders, ensuring we have appropriate processes, contracts and arrangements in place.
- To manage programmes ensuring appropriate project management methodology is used and milestones are delivered to time and budget.
- Developing metrics for monitoring the impact and reach of our research work to ensure we achieve the maximum impact for people affected by digestive health conditions
- To lead the work of continuous improvement within the research team – the research strategy and operating framework.

Wider charity responsibilities

- Deputising for other senior leadership team members as the need may arise
- Represent Guts UK at meetings, conferences and events, as required
- Ensure compliance with charity policies and all relevant legislation
- Demonstrate behaviours in line with the charity values and maintain the reputation and standing of the charity
- Anything else as requested by our CEO

Diversity

Equity, diversity and inclusion (EDI) is integral to all we do, not only for all in our Guts community, but also for our staff and volunteers. The leadership of Guts UK should reflect and understand the experience of and the communities we serve. A leadership that is well balanced in terms of EDI is likely to make better decisions for the charity and its beneficiaries.

Note: The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

Skills & Attributes

Essential

- Evidence of delivery of research funding programmes in a UK charity context
- Evidence of experience of managing and leading a team
- Educated to degree level or equivalent experience
- Experience of successful development of operational performance metrics, strategies and objectives
- Evidence of proactively identifying, developing and delivering new initiatives around research
- Evidence of establishing and maintaining effective relationships with external stakeholders and patient groups
- Evidence of horizon scanning and networking to keep up to date with research developments across the UK and beyond.
- Commitment to equality, diversity and inclusion

Desirable

- Commitment to the values and strategic aims of Guts UK
- Knowledge and awareness of the needs of people affected by digestive health conditions
- Experience of implementing a research grant management system
- Evidence of knowledge and use of project management methodology
- Evidence of planning, managing and delivering to an operational budget
- Commitment to professional development

Notes

- Guts UK is an equal opportunity employer. We welcome applications from people with disabilities and from minority groups.
- If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements
- You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.

How to apply

Hopefully you are inspired to apply for this role and join us in helping the UK to get to grips with guts. However, if there is anything else you want to know that hasn't been covered, please email Katie Noon, Chief Operating Officer, on knoon@gutscharity.org.uk

- The closing date for applications for this role **Friday 18th October**, but as explained below we shortlist applicants on a rolling basis.
- All applications should be submitted on-line through [CharityJob](#) which will request your CV and a cover letter explaining your skills, experiences and what you will bring to the role. CVs will not be accepted without a covering letter.
- If you anticipate having problems using CharityJob, please contact us at info@gutscharity.org.uk or on 0207 486 0341 but please be aware that no applications will be accepted through alternative means without prior discussion.

Please note that applications will be assessed as and when they are received and interviews will be arranged on a rolling basis so we suggest you apply as soon as possible. We do, however, plan to carry out all interviews on or before 31st October. We reserve the right to close the position before the closing date if a suitable candidate is found.

If you have a disability of health condition and wish to request reasonable adjustments at any stage of the recruitment process, please contact info@gutscharity.org.uk.