



Job Description

Job Title	Health Research Programme Manager	Starting salary and range*	£52,467 - £60,861 (FTE £65,584 to 76,077)
Contract length	Fixed term – 2 years	Hours per week	28 hours per week
Manager	Associate Director of Clinical Services (Principal Investigator)	Location	Hybrid – UK based, with London office attendance as required
Team	Clinical Services	Responsible for	Line management of support staff as required
Level of DBS/PVG check required		Enhanced DBS	

** Freedom from Torture is committed to showing the salary for all advertised roles and not negotiating salaries for roles,*

in light of evidence that this contributes to structural inequality.

Our policy is that all appointments will be at the start of the salary range but successful candidates will have the opportunity

to move up the scale over time. The progression up the salary range is reviewed on an annual basis and subject to affordability.

Main Purpose	To provide operational leadership for a complex externally funded health research programme involving multiple partner organisations across the UK and Europe, with survivor co-design at the centre. To ensure delivery within agreed timescales, budgets and quality standards, while maintaining compliance with funder, ethical, contractual and governance requirements.
Scope	To lead the operational delivery of a major externally funded international health research programme involving human participant research.

	• To lead delivery and activity across survivor groups, universities, charities, research institutes, clinical stakeholders. • To coordinate programme governance structures, including steering groups, committees, and programme boards. • To facilitate delivery across multiple workstreams, organisations and countries. • To support relationships with funders, collaborators, external advisors and internal senior leaders. • To ensure effective financial management grant compliance, reporting and audit readiness across collaborating organisations. • To support the Principal Investigator and consortium partners to achieve programme objectives, outputs and impact.
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Duties & Key Responsibilities
1. Programme Leadership and Delivery • Lead operational delivery of the programme and ensure activities are implemented effectively across all partner organisations. • Develop and maintain programme plans, timelines, milestones, dependency maps and reporting frameworks. • Ensure co-design activities are appropriately integrated into programme workstreams • Monitor and manage progress against objectives and implement corrective actions where required. • Support the Principal Investigator in translating strategic priorities into operational delivery plans. • Ensure delivery of programme outputs, outcomes, reporting requirements and agreed benefits. 2. Consortium Management • Lead programme delivery and activity across survivor groups, universities, charities and research institutions. • Act as the primary operational contact for consortium partners. • Facilitate collaborative working across organisational and national boundaries. • Support management of collaboration agreements and subcontract arrangements. • Ensure partner deliverables and reporting requirements are achieved and appropriately evidenced. 3. Financial Management and Grant Compliance • Monitor and manage programme expenditure against approved budgets and agreed funder categories. • Coordinate financial reporting across consortium partners, working closely with finance colleagues. • Support forecasting, budget monitoring and identification of actual or potential variances. • Ensure compliance with funder requirements, eligible expenditure rules and grant conditions.

- Maintain records and supporting documentation required for audit and assurance processes.
- Monitor expenditure and reporting from subcontracted organisations, escalating risks as appropriate.

4. Governance and Programme Reporting

- Establish and maintain effective programme governance structures.
- Coordinate governance structure meetings e.g. Steering Group, committees, Programme Board and work packages as required.
- Develop governance schedules, reporting cycles, agendas, papers, minutes and action trackers.
- Prepare high-quality reports, briefing papers and presentations for senior stakeholders, funders and governance bodies.
- Maintain clear records of actions, decisions, risks and programme performance metrics.
- Support delivery of programme reviews, evaluations and lessons learned activities

5. Research Governance and Ethics

- Support compliance with research governance, ethical and regulatory requirements.
- Monitor obligations associated with research involving human participants.
- Support management of ethics approvals, regulatory reporting and governance reviews.
- Ensure compliance with data protection, information governance and information security requirements.
- Work collaboratively with research, clinical, legal and governance colleagues to identify and manage compliance risks.

6. Stakeholder Engagement and Communications

- Build and maintain effective relationships with people with lived experience, clinicians, academics, researchers, funders, and external partners.
- Support dissemination and communication of programme outputs, achievements and learning.
- Prepare materials for diverse professional, governance and non-specialist audiences.
- Represent the programme internally and externally as required

7. Risk, Assurance and Continuous Improvement

- Maintain risk, issue and dependency registers and ensure timely escalation of significant concerns.
- Develop and monitor mitigation strategies with the Principal Investigator and work package leads.
- Monitor programme quality, delivery confidence and performance indicators.
- Promote continuous improvement across programme management processes.

For roles with line management responsibility

- Where applicable, monitor and support the well-being, performance and development of direct

reports.

- Contribute to organisational approaches that promote employee well-being, learning and inclusion.

Other responsibilities

- Take care of own well-being and make use of well-being initiatives offered by the organisation.
- Comply with organisational policies, procedures and mandatory training requirements.
- Demonstrate commitment to equity, diversity, inclusion and survivor-centred values.
- Undertake any other duties commensurate with the role.

Person Specification

This form indicates which criteria are Desirable or Essential and how this will be assessed

A = Application, I = Interview & T = Test

Knowledge & Qualifications	D	E	Assessed
Degree level education within health research with evidence of continuing professional development		X	A
Postgraduate qualification in health research, public health, psychology, social sciences or related subject <i>and professionally registered mental or physical health clinician in a relevant field or equivalent experience</i>	X		A
Professional qualification in project or programme management (PRINCE2, MSP, APM, PMI or equivalent) or substantial equivalent experience,		X	A/I
Understanding of the principles of participation, co-production and co-design in research and service development. Knowledge of research governance, ethics and regulatory frameworks		x	A/I
Understanding of data protection and information governance requirements		X	A/I
Skills & Experience for this role	D	E	Assessed
Significant experience managing complex programmes or projects in research, higher education, healthcare, charity or innovation settings across multiple organisations		X	A/I
Experience managing research programmes by major funders such as, NIHR, UKRI, Wellcome Trust, MRC or Horizon Europe		X	A/I
Experience of financial management and budget monitoring principles with understanding of research funding and grant management processes		X	A/I
Excellent communication, influencing and stakeholder management skills		X	A/I
Experience implementing risk management and programme assurance processes		X	A/I
Experience of managing research involving human participants		X	A/I
Experience managing international research collaborations or consortia	X		A/I
Judicious, security-conscious use of AI tools to support planning, reporting and communications, with clear awareness of data sensitivity boundaries		X	A/I

