

Involvement Officer (research)

Full or Part-time (30-37.5 hours per week)

£27-33k FTE

Home-based flexible working

Purpose:

Are you passionate about bringing together real life experience with scientific expertise to ensure everyone living with Pulmonary Fibrosis (PF) has access to effective, evidence based treatment and care?

We believe the unique insight of people living with PF & their loved ones can improve everything we do. We refer to this facilitation of people's views to shape our work, and the work of researchers as 'involvement'. We are looking for someone to join our team who has the skills and experience to grow and unite our community to take action, inspiring them with the motivation and confidence to get involved. You will be able to think on your feet, managing a varied workload with the ability to prioritise competing demands and ensure everyone who gets involved has a consistently positive experience.

Key stakeholders:

- People affected by PF and the public, including the involvement network (a community of people who have signed up list to hear about opportunities to shape our work).
- Colleagues across the charity including communications, volunteering, policy, information and across the research team
- Other organisations, including, academia, industry, healthcare professionals, Charities Research Involvement Group (CRIG)

Reporting to: Research Involvement Manager

As Involvement Officer you will:

1) Lead the stewardship of a thriving involvement network including:

- Advertising the network to relevant audiences to recruit new members, with a particular focus on those traditionally seldom heard in involvement
- Manage the onboarding of new members including holding welcome calls with new sign ups
- Providing a friendly approachable key contact for network members, including managing the team inbox
- Liaising with internal and external stakeholders about involvement opportunities to produce a monthly newsletter that engages network members and inspires them to get involved
- Work with the involvement manager to create and deliver engagement opportunities and learning resources to keep motivation high amongst the network and increase knowledge and skills

- Raise awareness and understanding of involvement activities on our digital and print platforms and through public speaking.

2) Facilitate the good quality involvement of people affected by PF by:

- Identifying and championing where involvement can add value to the work of APF, creating a culture of good practice
- Collaborating with internal and external stakeholders to plan and deliver good quality involvement opportunities (for example focus groups, ongoing panels, surveys etc), advising on best practice
- Advise researchers & staff on how to plan impactful involvement activities from design, advertising and delivery, creating learning resources to promote culture for involvement
- Gain feedback from network members and other stakeholders about their experience of the involvement, so we can continually improve our work
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3) Governance and Process

- Work within relevant policies and procedures for example relating to safeguarding and data protection.
- Maintaining accurate records and supporting the creation of impact reports for internal and external audiences.

4) Continued development

- Stay up-to-date with best practice patient and public involvement and engagement guidance, processes, models and methodologies, disseminating this knowledge internally where appropriate
- Work on projects as agreed with the Research Involvement Manager, as appropriate.
- Attend relevant conferences and networking events, championing APF as a leader in involvement in pulmonary fibrosis research

Person Specification

1. Extensive experience of proactively managing a varied workload with the ability to prioritise, plan ahead and work flexibly to changing demands.
2. Experience of planning and facilitating meetings to get the views of others e.g. involvement, community engagement, social research etc.
3. Excellent oral & written communication skills with experience writing engaging and inspiring communications for the public; the ability to understand complex information and convey this to a lay audience
4. The ability to rapidly build positive relationships; with an understanding of the challenges facing people living with health conditions
5. Understanding of the health charity sector and/or NHS and/or health research
6. Experience of working on multi-stakeholder projects with the ability to communicate progress, anticipate challenges, problem solve and escalate concerns where appropriate
7. Strong ICT skills including experience of using CRM systems
8. Passionate about equality and diversity with an understanding of the barriers some groups face to involvement and considerations of how to overcome these

Desirable Criteria

9. Experience of working with communities traditionally under-represented in involvement i.e. diversity of ethnicity, socio-economic groups, educational attainment etc.
10. Experience of designing and delivering patient and public involvement activities
10. Experience using Mailchimp, Razor's edge and adding content to websites

Diversity

Action for Pulmonary Fibrosis strives to be an organisation of equity and inclusion.

Pulmonary Fibrosis does not discriminate. Our team should reflect the diverse communities we exist to support. We warmly welcome applications from all candidates irrespective of age, disability, race (including colour, nationality, ethnic or national origin), sex, pregnancy or maternity, gender reassignment, sexual orientation, religion or belief, or marital or civil partnership status.

Terms of Appointment

Contract: Permanent, full time (37.5 hours- 30 hours per week considered) homebased, flexible working with occasional travel.

Salary Band: £27k -£33K FTE (salary will be pro rata for part-time hours) dependent on experience

Pension: Automatic enrolment to workplace pension (APF contributes 3% when you pay 5%) unless already an active member of a qualifying workplace pension

Holiday: 25 days per holiday year plus 3 discretionary days at Christmas plus bank holidays (all pro rata). Increases with length of service at 3 and 5 years. Salary sacrifice to buy or sell annual leave

Location: Remote (laptop and phone provided), with occasional travel.

Hours: Normal hours are 9.00am to 5.30pm with flexibility to maintain a good work/life balance.

Other benefits: Flexible hours
Death in Service scheme
Access to free gym at our main Peterborough Office
Individual training budget.
Employee Assistance Package including retail discounts, access to emotional support.

Probationary and notice of termination periods:

You will have an initial six-month probationary period during which notice is 1 week on both sides and then extending to two months thereafter.