

Job Description

Job Title	Research Coordinator
Service	Coram Impact & Evaluation Team
Reporting to	Research Manager
Salary range	£28,000 - £30,000 (or pro rata)
Work pattern	Full time or 0.8 FTE (for flexible working, including term time working)
Location	Flexible, with an expectation of working at Coram's campus in London on average at least twice a week and at home the rest of the time.
Contract type	Fixed Term until April 2026 with possibility of the role becoming permanent. Start date: As soon as possible.



About Coram and the team

Coram is the UK's first and longest continuing children's charity established in 1739 as The Foundling Hospital. Today we are a group of specialist organisations, working with over one million children, young people, families and professionals each year to support vulnerable children and young people from infancy to independence, creating positive change that lasts a lifetime.

The Coram Impact and Evaluation team consists of 15 researchers who work with public sector, commercial and third-sector organisations as well as children, parents and academics to evaluate services for families and children to help improve them. Our team has a wide range of expertise in a variety of research methods. We bring decades of research experience covering all aspects of childhood and children's service to run a mix of small and large projects which help organisations deliver the best possible outcomes for children.

About the role

The Research Coordinator will play a key role in the development of the research support function within Coram's Impact and Evaluation team. The post holder will provide wraparound support to the team and our portfolio of research projects by helping to manage their administration, including organising research processes (interviews, liaison with funders etc.), capacity planning and project allocation. They will also support financial administration and when needed bid applications and contracting. In addition, they will work with our Research Ethics Committee and our work on ensuring equity, diversity and inclusion is at the forefront of our work.

This is not a research role but the post would suit someone who is highly organised with extensive project co-ordination and administrative experience, preferably in a research environment, who is looking to work in a team of researchers looking to support the improvement of services and practice

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for vulnerable children, young people and their families. The Research Coordinator will be embedded in diverse range of projects, with exposure to a wealth of methodologies and approaches in research.

Purpose of the role:

To develop and enhance the support function of the research team and the portfolio of research projects.

Main duties and Responsibilities

Support Coram's impact and evaluation function by:

- Supporting the team's capacity planning and project allocations as well as project monitoring and reporting.
- Coordinating the administration of our research projects including liaising with research participants, data processing, project meetings, coordinator or undertaking transcriptions and monitoring the team's inbox.
- Coordinating the team's financial and contractual administration including invoicing, budgeting and milestone monitoring.
- Supporting the Research Ethics Committee including ethics applications, organising meetings and noting actions.
- Supporting the team to apply for research and evaluation funding including tender monitoring for new business and coordination with Coram's internal fundraising team.
- Coordinating the dissemination of research outputs including report publication, summarizing key findings, organising events and updating the Impact and Evaluation webpage.
- Developing the skills, expertise and capability of oneself and peers through continuous professional development, including the organizing of training and team reflective practice sessions.
- Playing an active part within the Impact and Evaluation team including contributing to our values of being child-centred, rigorous, grounded in experience, collaborative and impactful.
- Playing an active part in ensuring equality, diversity and inclusion (EDI) is at the forefront of our research projects and in the work place by supporting the team to implement an EDI strategy.
- Recognising and challenging all forms of discrimination and prejudice and treating everyone with respect, dignity and fairness as well as acknowledging and celebrating diversity.
- Maintaining an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- Maintaining confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act / General Data Protection Regulations (GDPR).

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- Undertaking any other relevant duties or projects delegated by the line manager which are in line with the responsibilities of the role and contribute towards the delivery of projects within other teams.