

Person Specification

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.

Qualifications, Knowledge, Skills & Experience

Experience of providing coordination or administrative support to teams or projects in the public, private or voluntary sector.	E
Experience of project coordination including capacity planning and project allocation.	E
Strong organisational skills including the ability to work independently and proactively on multiple projects to prioritise effectively and deliver to demanding deadlines.	E
Experience of financial administration and/or contractual monitoring including invoicing, budgeting and milestone monitoring.	E
Highly effective interpersonal skills and evidence of working with colleagues and external stakeholders to build strong working relationships.	E
Strong written and verbal communication skills including providing clear instructions, proof reading, summarising key text for various audiences.	E
Experience of providing administrative support to research projects.	D
Experience of supporting funding applications, tenders, and protocols for research projects.	D
Experience of supporting research dissemination including report publication, summarising key findings, organising events and disseminating on social media.	D
Experience of supporting research ethics applications or knowledge of research ethics.	D
Knowledge of issues relevant to UK children's and family policy and practice, including children's social care.	D

Behaviours and Values

Impact & Evaluation

Commitment to Coram Impact and Evaluation team values of being child-centred, rigorous, grounded in experience, embedded in practice, collaborative and impactful.	E
Commitment to promoting equality, diversity and inclusion in all aspects of work including centering the voice of children and those with lived experience in research.	E