



Research Development and Engagement Manager

Join SmellTaste and lead the development of the charity's involvement in research, shaping how lived experience of those affected by smell and taste impairment is integrated in research projects. As Research Development and Engagement Manager, you will lead engagement with researchers, our patient community, and external partners to develop and support new research collaborations. This includes leading the Public and Patient Involvement activity for a 12-month National Institute of Health Research-funded Programme Development Grant, the ICAST Programme: Improving Care for patients with Smell & Taste Disorders, and undertaking planning work for the prospective Programme Grant which is expected to follow this. This post is funded for 2 days per week for an initial 12-month period, with the potential for it to become a full-time role subject to further funding being secured.

You will be joining a small, friendly and ambitious team that will support your professional development as part of the charity's ongoing growth. If you are passionate about making a difference to an underserved patient community and want to be part of a pioneering and collaborative organisation that values and empowers the people it represents then we would love to hear from you. We are committed to equality, diversity and inclusion, and welcome applications from people of all backgrounds and experiences.

Key responsibilities

- Lead the SmellTaste contribution to a 12-month National Institute of Health Research-funded Programme Development Grant, led by Prof Carl Philpott at the University of East Anglia (the ICAST Programme: Improving Care for patients with Smell & Taste Disorders).
- Develop a Patient and Public Involvement and Engagement (PPIE) strategy for the above project, including evaluation of impact and dissemination
- Manage a PPI panel for the NIHR project, organise PPIE meetings and ensure participants and panel members are remunerated for activity.
- Develop a detailed, costed delivery plan for the national survey element of the planned Programme Grant which is expected to follow on from the Programme Development Grant, including marketing and publicity, recruitment and dissemination.
- Work with the charity's CEO and honorary Director of Research and Medical Affairs to develop a research strategy for the charity that aligns with the research priorities identified in the James Lind Alliance Priority Setting Partnership for Smell and Taste Disorders.
- Work with the charity's CEO, honorary Director of Research and Medical Affairs and external researchers to identify opportunities for new collaborative research opportunities.
- Develop funding applications for research projects.
- Oversee all of the charity's collaborative research activity, including PPIE activity.
- Evaluate and report on the impact of research projects, ensuring inclusivity and ethical standards.

Personal specification

- Degree (or equivalent experience) in biological sciences or a related field
- Experience leading or supporting public and patient involvement and engagement initiatives in research
- Experience leading or supporting involvement in research
- Experience of writing grant applications
- Ability to communicate and interpret complex scientific research clearly
- Experience working with diverse and underrepresented communities
- Confident relationship builder with researchers and other external stakeholders
- Excellent organisational skills, including strong project management skills

Hours: Part-time, 15 hours per week

Salary: £40,000, pro-rata

Holiday allowance: 25 days pro-rata, plus bank holidays

Location: Home working. Some travel will be required to attend in-person meetings and events

For more information on the role please contact Duncan Boak, CEO, at Duncan@smelltaste.org.uk

About SmellTaste

SmellTaste is the charity for all those living with impaired smell and taste. We provide support and information to those affected and their families. We work to improve recognition and knowledge amongst professionals, public and policymakers through education, training and campaigning. We support research to improve understanding and accelerate the steps to treatments and potential cures. We actively involve people living with impaired smell and taste in our work and empower them to advocate for themselves and for others.

SmellTaste is the operating name of Fifth Sense, a registered charity in England and Wales No. 1175553 and in Scotland No. SC052952 and a Private Company Limited by Guarantee No. 10255303. Our registered address is at Unit 2, Franklins House, Wesley Lane, Bicester OX26 6JU