

## RESEARCH SUPPORT EXECUTIVE

Job title	Research Support Executive
Hours	Flexible 0.8FTE (30 hours per week) or full time (37.5 hours per week)
Grade	5 (£26,540 - £31,332) <sup>1</sup>
Type of employment	Open-ended subject to funding
Location of employment	Depending on your location, either remote working, with occasional travel to our office in Leicester or hybrid working with Leicester office base. Currently office-based staff work around 40% of their time in the office and the remainder at home, however there is flexibility in this.
Department	Research
Line manager	Head of Research
Direct reports	None

<sup>1</sup> Appointments are generally made at the bottom of the stated pay bracket, rising incrementally annually until the top of the scale is reached.

CCLG is the UK and Ireland's professional membership association for all health professionals working in paediatric oncology or teenage and young adult oncology. We are also a leading charity and expert voice for children and young people with cancer. One of our key charitable objectives is funding and supporting research.

It is an exciting time to join CCLG as we begin developing our strategy for the next five years. We will also be launching a new research strategy later this year, which focuses on our dual role as both a funder of research and a key strategic player in this field, setting the broader research direction for the children and young people's cancer sector through projects like our Children's Cancer Priority Setting Partnership and our research strategy groups, which set the direction for clinical research in the UK.

This new role will be responsible for the implementation and delivery of key objectives in our new research strategy, including supporting our research strategy groups, early career researcher network, and key research events.

### Our work

Each week in the UK and Ireland, more than 30 children are diagnosed with cancer. Our network of dedicated professional members work together in treatment, care and research to help shape a future where all children with cancer survive and live happy, healthy and independent lives.

We fund and support innovative world-class research and collaborate, both nationally and internationally, to drive forward improvements in childhood cancer. Our award-winning information resources help lessen the anxiety, stress and loneliness commonly felt by families, giving support throughout the cancer journey.

We are a registered charity and fundraise for our important activities through campaigns, donations and family involvement.

## Main purpose of the job

This role will be responsible for providing a range of support, including administrative support, and coordinating activities across our research programme. You'll provide support to a range of activities including our Research Strategy Groups, research networks, lived experience engagement in research, and our research funding processes. This is a flexible and varied role, and you'll be a key member of a small team making a big impact.

## Key roles and duties

### **Research Strategy Groups (previously National Cancer Research Institute (NCRI) Research Groups)**

- Provide comprehensive administrative support to our Research Strategy Groups, including scheduling meetings, preparing agendas and meeting papers, and distributing meeting materials.
- Maintain and update contact lists and databases for Research Strategy Group members
- Prepare and distribute minutes of meetings and follow-up on action items.
- Handle correspondence and communication for Research Strategy Groups, ensuring timely and professional responses.
- Organise and coordinate all aspects of Research Strategy Group meetings, including virtual and in-person meetings.
- Liaise with venues, arrange catering and handle logistics for in-person meetings. Set up and manage virtual meeting platforms (e.g. Zoom, Teams) for online meetings.
- Attend designated meetings to provide onsite support and register delegates.

### **Research networks**

- Provide comprehensive support to our Research Networks, including our new Early Career Researcher Network.
- Facilitate communication and collaboration among network members through newsletters, community platform, and other communication channels.
- Assist with content development for website and community platform to promote network activities.
- Assist in the development and implementation of strategies to increase participation and engagement in Research Networks.
- Serve as the primary point of contact for Network members, addressing enquiries and providing information as needed.

### **Lived experience engagement in research**

- Support our lived experience/PPI networks coordinator and Head of Research with lived experience involvement related to research, including recruiting lived experience participants, and supporting their involvement in research activities including Research Strategy Groups.
- Develop and implement plans for a lived experience network that will match representatives with researchers to enable researchers to understand and benefit from lived experience involvement at all stages of the research process
- With the Head of Research, support and develop our lived experience involvement activities
- Be a champion for lived experience involvement in research

### **General research programme support**

- Support as required with the delivery of our grant funding and management processes to ensure that we continue to fund research with the greatest potential
- Provide assistance in organising and delivering research events and meetings
- Coordinate research team meetings as required – agree schedules, prepare agendas and papers, and provide support for meetings taking minutes as required

- Provide support for project scoping, desk research, report writing and survey creating

**Other**

- Monitor the research inbox and respond to relevant queries
- Out-of-hours work will be required on occasion to ensure that CCLG is able to deliver on commitments to stakeholders
- Some UK travel and overnight stays will be required
- The list of responsibilities outlined above are not intended to be exhaustive and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of a manager.

**Person specification**

	Essential criteria	Desirable criteria
Qualifications, knowledge and experience	<ul style="list-style-type: none"> <li>• Minimum of 2-3 years of experience in administrative support, medical/health research or project coordination, preferably within a medical research charity, research organisation (e.g University) or similar environment.</li> <li>• Experience in organising and coordinating meetings and events.</li> <li>• Experience of working in a customer facing role and providing excellent customer service</li> <li>• Minimum of 4 GCSEs (C or above) including Maths and English, or equivalent qualifications or relevant demonstrable experience of the ability to work at this level</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using CRM systems/database</li> <li>• Experience of webinar platforms</li> <li>• Knowledge of charitable medical research funding</li> </ul>
Skills, abilities and competencies	<ul style="list-style-type: none"> <li>• Excellent organisational and time-management skills.</li> <li>• Strong written and verbal communication skills.</li> <li>• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and virtual meeting platforms (Zoom, Teams).</li> <li>• Ability to multitask and manage multiple projects simultaneously.</li> <li>• High level of professionalism and attention to detail.</li> <li>• Strong interpersonal skills and the ability to work effectively with diverse groups of people.</li> <li>• Ability to work on own, and as part of a team, and with minimum supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to take accurate notes/minutes of complex meetings with scientific content</li> </ul>

<p>Personal attributes</p>	<ul style="list-style-type: none"> <li>• Flexible hands-on approach with ability to take initiative on developing new ideas and systems</li> <li>• Good team player but self-motivated and able to work independently when necessary</li> </ul>	
<p>Other</p>	<ul style="list-style-type: none"> <li>• Willingness to work variable hours including evening and weekends when needed to fulfil commitments</li> <li>• Flexibility to travel to meetings as required within the UK and stay overnight</li> </ul>	
<p>Values</p>	<ul style="list-style-type: none"> <li>• Commitment to the values and mission of CCLG</li> </ul>	

June 2024