



**Title** Research Officer

**Line manager** Research Manager

**Manages** N/A

**Salary** £26,000 per annum depending on experience

**Location** London based office & home, with minimum 3 days in the office.

**Hours a week** 35

### **Summary / overall purpose**

Key role is to support the business of the Research Committee and support Cure Parkinson's research efforts.

### **Research Committee business:**

- In line with AMRC best practice, work with the Research Committee Chair and all members of our Research team to support the quarterly research application process and all documents relating to the meetings.
- Work with Committee chair and Research Manager to communicate progress of grants to applicants including rejection process.
- Support Peer Review process with the Research Manager.
- Set up meetings with grant holders to provide a/v communication tools about their work. Supply "Funded by" visuals.
- Evaluating existing projects and their reports, ensuring sign-off procedures.
- Log invoices, cross reference with payment schedule and if reports are signed off, submit for payment.
- Communicate with grant holders/finance teams comments from the research team which might delay payment.

- With Research Manager, evaluate the impact of CP funding using Dimensions and report to Trustees annually.
- Ensure CP's professional approach to research management is represented in all communications with applicants.
- Update a list of active researchers, log peer reviewers database accordingly.

### **Research Communications and Meetings:**

- With CP research and comms teams, support with the administration and coordination of CP's research conferences particularly iLCT and Rallying and our twice yearly Research Update meetings for our supporters and our quarterly meetings for major donors.
- With CP research and comms teams, support with the administration and coordination of CP's involvement and attendance at external Parkinson's conferences such as World Parkinson Congress or Nectar.
- Working with the Deputy Director of Research and Research Manager, identify and develop research stories for inclusion in our communications.
- Working with the Deputy Director of Research and Research Manager, identify research and develop themes for webinars, and donor communications and appeals.
- Support research update briefings for the CP comms and fundraising teams.
- Support trust fundraising in developing pitches and reports as needed.
- Support patient involvement by maintaining contact with advocates and supporting recruitment of expert research advocates to PPIE projects as needed.
- Support recruitment to clinical trials.
- Work with communications team to develop social media messaging.
- Manage research team's diary of research meetings setting up zoom/teams calls as needed and ensuring the team which works mostly remotely has the dial in details.

### **Person Specification:**

- Science degree
- An interest in science communication

- An interest in PPIE
- Strong communication skills (written, verbal)

### **THINGS WE ALL DO**

- Support CP events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder**

### **Hours of work and holidays:**

This is a full-time role. Hours are 9.30 to 5.30 Monday to Friday. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

### **Pension scheme:**

After three months you will be entitled to join CP's auto-enrolment pension scheme to which the charity contributes 3%.

### **Location:**

Cure Parkinson's, 120 New Cavendish Street, London, W1W 6XX

### **Diversity:**

CP recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.