

Job Description

Job Title:	CTAP Involvement Coordinator
Reporting To:	Involvement Manager
Department:	Research
Hours of work:	Full Time - 35 Hours per week
Contract:	Temporary Fixed Term contract – 6 Months
Location:	Home based. Occasional national travel will be required.

Main job role

The funding for this role is provided by the Trust's flagship programme, the Clinical Trials Accelerator Platform, reflecting the importance and prevalence of dedicated involvement in research and clinical trials as a key element of this programme.

The key responsibility of this short-term contract will be for the CTAP Involvement Coordinator to support and promote the Involvement workstream, to identify involvement opportunities, provide the conduit between organisations associated with the research industry and the CF community and to capture feedback and impact to demonstrate the value of involvement and the service provision of the Trust's Involvement team.

Each division within the Trust also has a responsibility to involve CF community members in the proposal, development, and delivery of their work. The CTAP Involvement Coordinator will support this through observation and transferable collective insights captured through the CTAP programme.

Main duties

- With support from the Involvement Manager and in collaboration with other involvement team members, lead the administration and coordination of the Cystic Fibrosis involvement group; a national network of CF representatives (people with CF and CF parents/partners).
- With oversight from the Involvement Manager and in collaboration with other involvement team members, support the coordination and feedback of involvement requests from clinical trial sponsors (academic researchers and pharmaceutical companies) to establish requirements i.e.: specific lived experience, cross-section of the community, number of patient representatives, timescales of the activity.
- Coordinate involvement activity with the Involvement Manager and other involvement team members to support response to involvement requests from Trust divisions and colleagues. Identify and invite suitable involvement group members to the activity, ensure group members have sufficient information to accept or decline an invitation.
- Facilitate focus groups or coordinate collection of lay review comments and feedback

returning to colleagues or the original requisitioner within the agreed timeframe.

- Record outcome or effect from involvement activity from all parties involved to help demonstrate value and impact.
- Support regular promotion of the involvement groups to clinical trial sponsors raising awareness of the existence of the groups and their ability to provide valuable insight, co-production, review, and feedback.
- Maintain knowledge of current UK CF trial activity and corresponding content of the CF Trials Tracker database.
- To embed and be an active member of the Trust Involvement Team, CTAP Coordinating Team and Research Directorate, attending and contributing to regular team meetings.
- To join the Involvement Manager and other involvement team members at weekly planning meetings to ensure cohesive working on joint aspects of involvement (i.e.: diversity and inclusion of under-represented groups).
- To join and contribute to quarterly MS Teams meetings for Involvement group members, taking into consideration cross-infection risks.
- Attend external meetings or events, such as CF parents' meetings, CF related conferences and wider industry events focusing on patient centred research to represent the Trust, promoting involvement, and advocating for the CF community from collective involvement insights.
- Support development and maintenance of engagement and communication with the wider CF community, working closely with the Trust's comms and social media teams.
- To establish good working relations with colleagues, contributing to regular team meetings and working groups (e.g.: youth involvement in research, diversity steering group).
- To carry out any other reasonable duties, consistent with the skills, abilities, and position of this job.

The Person Specification follows on the next page.

Person specification: CTAP Involvement Coordinator

Criteria	Essential	Desirable
Experience		
Proven engagement and communication experience	✓	
Experience of managing varied workload in terms of scope and scheduling	✓	
Experience of providing flexible support to deliver needs of the role and/or team	✓	
Experience of facilitation of small and large group meetings	✓	
Experience of working with a range of internal and external stakeholders	✓	
Experience of working on a range of enquiries and responding effectively	✓	
Experience of working with data and information	✓	
Experience of utilisation of social media channels		✓
Experience of Patient & Public Involvement (PPI) / Involvement of people with long-term health conditions.		✓
Knowledge, skills and abilities		
A levels to a 'C' standard or equivalent	✓	
Thorough knowledge of, or experience of living with CF	✓	
Excellent written and verbal communication skills	✓	
Confident conversational and engagement skills	✓	
Skilled at using Microsoft Office programs	✓	
Accurate record keeping, monitoring and evaluation skills and the ability to utilise those to identify recommendations for improvement	✓	
Collaborative team worker whilst having the ability to work without supervision, with autonomy	✓	
Ability to manage own workload, prioritise tasks and meet deadlines.	✓	
Ability to respond to sensitive and challenging situations	✓	
Ability to seek, collate and report on feedback	✓	
Ability to travel nationwide if required	✓	
Prepared to work occasional evenings and weekends (with time off in lieu)	✓	

Knowledge of involvement structures and processes in a charity setting		✓
Understanding of basic science, research, or clinical trials		✓