**NHS R&D Forum Coordinator**

**Part-time / Secondment opportunity – Fixed term for 12 months in the first instance (0.3-0.6 WTE negotiable)**

**Advert**

The NHS R&D Forum is seeking a part time, highly motivated, organised and proactive individual with experience of health or social care research management to join us as the Forum Coordinator.

This post is offered for 12 months in the first instance. The Coordinator will support the executive team, Chairs of Forum working groups and wider Forum membership in our activities.

Working for the NHS R&D Forum provides an excellent personal development opportunity to gain experience at a UK level. Mentoring and coaching will be provided by the Executive and Leadership community.

This role is offered as a secondment opportunity or on a consultancy basis. It is essential that if applying on a secondment basis, you have full support from your line manager in writing before applying.

**To apply** please send your CV with a covering letter stating why you would be ideal for the role to [info@rdforum.org.uk](mailto:info@rdforum.org.uk).

If you would like to discuss the role further before applying please email [info@rdform.org.uk](mailto:info@rdform.org.uk) to that effect and a member of the Executive Team will contact you.

**About the NHS R&D Forum**

The NHS R&D Forum is a UK-wide, self-funding not-for-profit organisation, with strong partnerships across the health and social care R&D communities. The NHS R&D Forum has a broad membership and as such is uniquely placed to bring insight and expertise to strategic and operational programmes of work within the NHS and social care environment. For further information about the NHS R&D Forum, see <https://rdforum.nhs.uk/>

**About you**

You will already have a good understanding of NHS R&D and the current issues that the community is tackling, through your R&D role in a research active NHS organisation. You will be able to either take a part time secondment from your current position, or already be working part time and able to undertake additional hours either by increasing your hours with your current employer or by contracting with the Forum on a self-employed basis. Your work will be directed by a member of the executive team and will provide essential administration and co-ordination support to the Leadership group. To succeed, you will be organised, flexible, self-motivated and an excellent communicator and networker, with the ability and confidence to present to and work with members and other stakeholders as required. The role will test your skills in problem solving, managing conflicting deadlines and communicating with a variety of audiences.

**Working arrangements**

Funding is available to support 0.3-0.6 wte for 12 months initially. Working hours will necessitate a degree of flexibility but are negotiable. Base will be at home and travel may be required.

The Coordinator is essential to the success of the NHS R&D Forum, ensuring that the elements of the work programme are coordinated and that there is effective communication internally across the various working groups and executive team. The Coordinator will ensure that external communications with our stakeholders are directed effectively to the appropriate person within the Forum's leadership team. The Coordinator will play an active role in the production of communications materials for the Forum's membership community as well as co-ordinating responses to consultations on behalf of the Forum to organisations including (but not limited to) NIHR and DHSC.

**Key responsibilities**

Communications

* Maintain/support the key communication routes for the Forum, these are;
  + Executives
  + Working Group Chairs
  + Stakeholders
  + Members
  + Contractors - administration
  + Contractors - training
* Support the development and delivery of a wide range of communications activities across all areas of the Forum to help achieve our strategic and operational objectives. This will include working with our contractor to ensure that the website is maintained and content developed for the newsletter.
* Route enquiries from stakeholders to the appropriate Executive Director and / or Group chairs, and coordinate communications across the leadership group.
* Ensure that the executive team are kept informed about working group progress, collating reports on key deliverables and alerting the executive to any issues as they arise.
* Ensure that our members are informed about Forum activities and developments by stakeholders that impact the membership. This will be achieved by maintaining a watching brief on developments and liaising with Group Chairs, stakeholders and members as appropriate.
* The Coordinator will build excellent relationships across the wider community associated with the delivery of NHS research.
* It is not expected that the Coordinator will routinely chair or attend the working group or other meetings to represent the Forum. There may be an occasional need to represent the Forum on internal groups and with external stakeholders where requested to do so by the Executive Director, which may also include making presentations to these groups.

Forum business support

* Support the Forum Executives and leadership team in the development/commissioning of new training courses and other income generating activities as required. This may include helping to identify suitable trainers/facilitators working with the Chair of our Learning and Development Group.
* Support the relevant Forum Executives on the development of business plans and associated financial projections/performance for Board consideration and approval. This may include the collation of information from various sources so that the Executives are informed about Forum performance.
* Support the development of the annual conference as appropriate.

Operational Management

* Complete daily timesheets to account for hours spent to support managing projects to budget and invoicing of clients. P
* Work as part of a matrix team with the working group chairs and executives to consistently produce work that delivers value and quality to Forum members and other stakeholders

**Apply by Monday 1st November.**

RDFCoordinator 14/09/2021