

Scleroderma & Raynaud's UK (SRUK) Information Pack

Head of Research and Services

Scleroderma & Raynaud's UK (SRUK) launched in April 2016 as the result of the merger of two patient organisations, the Raynaud's & Scleroderma Association (RSA) and the Scleroderma Society.

SRUK is the only charity dedicated to improving the lives of people affected by Scleroderma and Raynaud's, both autoimmune, connective tissue conditions. We exist to improve awareness and understanding of these conditions, to support those affected, and ultimately to find a cure.

The chief executive and trustees have aspirations to grow a vibrant charity, working with the Scleroderma and Raynaud's community to take a leading role in significantly increasing the level of research and services, so that people affected by Scleroderma or Raynaud's have access to the most relevant treatment, information and support.

We are looking for individuals with a desire to create positive change and to make a real difference to the quality of services and support people with Scleroderma or Raynaud's can access.

Further information about SRUK can be found from its website: <https://www.sruk.co.uk/>

The selection process

Applicants are required to submit a CV and a cover letter that explains how they meet the role requirements and setting out their vision on how research and services can work with and positively impact upon the Scleroderma and Raynaud's community. Applications must be received by midnight on Sunday 28th January 2018.

Shortlisted candidates will be interviewed by the Chief Executive and her advisers week commencing the 6th February 2018 with a view to concluding the selection process before the end of February.

Terms and conditions

The salary range is around £35,000 - £38,000 (pro rata) depending upon experience.

The working hours of the role are 3-4 days per week.

This role is a development opportunity for an ambitious individual who wants the chance to be responsible for a research and services department. We welcome applications from candidates who are seeking flexible employment.

This role is based in London

Job description

Job title: Head of Research and Services

Reports to: Chief Executive.

Job purpose:

Working with the Chief Executive the Head of Research and Services will:

- Support the development of SRUK's research strategy, proactively identify new research opportunities and manage the research grant process and Research Grants Committee.
- Lead and develop SRUK's portfolio of services for people affected by Scleroderma and Raynaud's, providing information (relating to the diagnosis and treatment of Scleroderma and Raynaud's) and other support working closely with the Scleroderma and Raynaud's community and SRUK colleagues, health professionals and other stakeholders.
- Be a source of scientific expertise for the organisation. Develop SRUK in accordance with its constitutional and statutory obligations, financial framework, code of conduct and best practice.
- Report regularly to the Chief Executive on the progress of SRUK's work and to act as a member of the SRUK's senior management team.

Strategic development:

Work with the SRUK's senior management team to review, continuously develop and implement SRUK's corporate strategy, in particular with respect to Research and services:

- Work with the Chief Executive to develop SRUK's research strategy, consulting widely with clinical, academic and allied healthcare professionals, Trustees and people affected by Scleroderma and Raynaud's.
- Identify opportunities, gaps, threats and risks in Scleroderma and Raynaud's research.
- Keep abreast of the work of international funders and other organisations that support patients with Scleroderma and Raynaud's.
- Review, develop and implement a UK wide information and support strategy to empower the SRUK community.
- Take account of technological developments and the changing needs of people affected by Scleroderma and Raynaud's to develop, pilot and evaluate innovative information products.

Leadership and Management

- Provide leadership and management for SRUK's services and research strategy to take it forward in its next stage of development.
- Ensure that SRUK works within its regulatory boundaries, delivers the expected outcomes and promotes good practice in all activities.
- Work to a clear set of standards against which SRUK's research and services can be measured.
- Manage the implementation and on-going development of SRUK's research strategy by ensuring that the research grant round is effectively administered in line with the grant round

policy, utilising appropriate peer review, evaluation procedures and other performance monitoring techniques to enable SRUK to get the best value for donor investment.

- Monitor and evaluate the outcomes of SRUK funded research.
- Review and develop the grant round process to ensure the grant round remains effective and in line with other major funding bodies.

Communication and influence:

- Produce content to promote the dissemination and implementation of research findings.
- Provide information on related research to enquiries from the community, health professionals, researchers and staff.
- Ensure Health and Social care professionals have access to up to date, quality information they respect and trust.
- Provide up to date, accurate information on research to assist in fundraising campaigns and approaches to major donors.
- Contribute to the planning and organisation of the SRUK's high-profile events for people with Scleroderma and Raynaud's and/or research clinical and healthcare professionals.

Stakeholder relationships:

- Represent SRUK in relevant stakeholder forums.
- Build the credibility and influence of SRUK with all key partners by providing robust, up to date and quality information they can trust.
- Build strong relationships and work appropriately and flexibly with stakeholders including Trustees, key decision makers in the NHS and elsewhere, and with researchers funded by SRUK.
- Develop ways of working with a range of different patient and service user representative groups, ensuring service users have access to good quality information.
- Develop and support a network of clinical experts and advisers.

Senior management team business focus:

- Ensure compliance with SRUK policies on working with people with Scleroderma or Raynaud's, Volunteers, Recruiting Safely, Safeguarding, Health & Safety and Equality & Diversity.
- Be accountable for the efficient management of expenditure including effective budget preparation, planning, monitoring and review.
- Where applicable show leadership in the recruitment, development, retention and appraisal of staff in accordance with the standards set out in SRUK's policies and procedures.
- Accountable for the analysis and evaluation of performance information, monitoring and reporting against objectives, outcomes and KPIs.

Person Specification

SRUK employs 10 people so working collaboratively and being a team player are essential skills. Our roles are a mixture of being very hands-on in order to get things done and working strategically to develop the SRUK so that it meets its long-term objectives. We have strong relationships with the wider SRUK community including people affected Scleroderma and Raynaud's, clinicians, other health professional and academics. So the ability to build lasting professional relationships with a range of people in different capacities is also essential.

Qualifications – Essential

- PhD or equivalent post-graduate qualification.
- First degree in a relevant biomedical science discipline.

Experience and skills - Essential

- A clear understanding of the management of the research grant funding process.
- A clear understanding of a range of research methodologies, principles and techniques.
- Excellent critical appraisal skills of grant funded projects.
- Up-to-date experience/understanding of biomedical and/or epidemiological research.
- Able to build successful partnerships across health care and/or research sectors, working with clinicians, health professionals and multiple stakeholders.
- Experience of writing documents such as reports, briefings, policy papers and fact sheets.
- Excellent communication skills (written and oral) including the ability to translate complex/scientific information into language suitable for non-scientific audiences eg: people affected by Scleroderma and Raynaud's; public policy-makers, the media and the public.
- Ability to focus on impact and deliver outstanding results in a team environment and contribute positively as part of a team.
- Ability to involve service users in service design and evaluation.
- Excellent planning, organisational and problem solving skills with the ability to develop new approaches.
- Experience of successful financial and budgetary management.
- Entrepreneurial and innovative approach with an ability to identify and act upon opportunities such as identifying funding opportunities and get value for money.

Personal qualities

- Enthusiasm for being part of a small, influential organisation with the inherent challenge of having both strategic and service delivery responsibilities.
- Belief and commitment to improve the experiences of those affected by Scleroderma or Raynaud's disease.
- Flexible, adaptable and open-minded.
- Non-judgemental and respectful of diversity.
- Confident and independent analysis of management information and situations.
- Able to make informed and balanced judgements, recommendations and decisions.
- Review own (as well as organisational) performance, seeking feedback and reflecting on how this may be improved to benefit the team, SRUK and themselves.