

## Job Description

### General Information

<b>Job Title</b>
Research Officer

<b>Team</b>
Research

<b>Department</b>
Research

<b>Job Location</b>
Andover Central Office

<b>Reports to</b>
Research Manager

<b>Number of Direct Reports</b>
0

<b>Number of Volunteer Reports</b>
0

<b>Financial Responsibility</b>
Responsible for managing research programme

<b>Matrix Reporting Lines to:</b>
This role works closely with the fundraising, communications, database, supporter care, service delivery, regional managers and finance teams

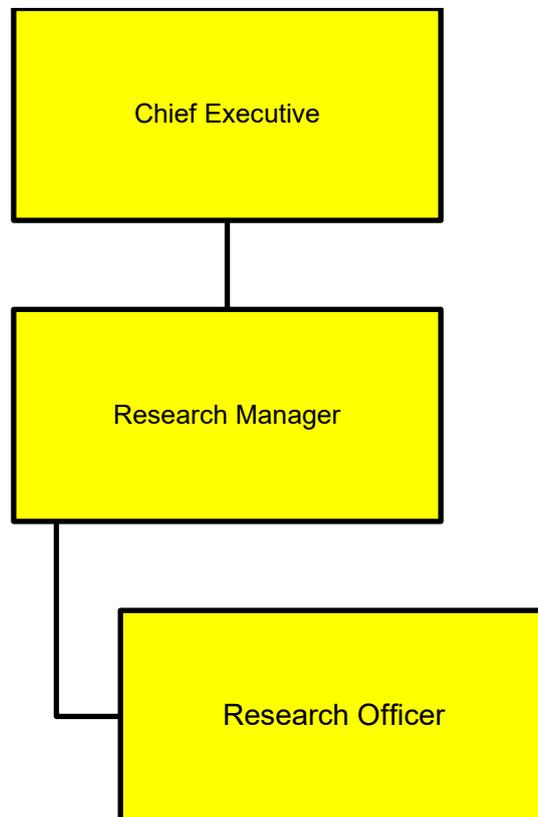
  

<b>Level of Disclosure Check Required and Related Workforce:</b>
basic

## Overall Purpose

The Macular Society has ambitious plans to increase income from £4million to £12million per year over the next five years in order to move closer to a cure for macular disease

This role will work closely with the Research Manager to manage and grow the research programme to £5million per year by 2023. As part of a small team the role involves a varied range of responsibilities.



## Key Accountabilities of the Role

	<b>Key Accountability</b>
1	Support the Research Manager in the management, administration and development of the Macular Society's research programme.
2	Administration of the grant application process, including liaising with researchers and peer reviewers.
3	Support the Research Manager in providing the secretariat for the Research Committee, organising and attending meetings, taking minutes and drafting papers.
4	Administration of the funded grants, including financial monitoring and receipt of interim and final reports.
5	Facilitate patient and public involvement in research, liaising with researchers and administration of the Research Participant Database.
6	Monitor and keep up to date with research developments in the field of macular disease.
7	Contribute to research communications, helping develop content for the website, magazine, appeals, trust applications and other communication channels.
8	Support the Research Manager in the planning and delivery of an annual scientific meeting.
9	Support the Research Manager in assessing research impact
10	Support the Advice and Information Service and Supporter Care team by responding to research enquiries.
11	Actively communicate and promote the research funded by the Macular Society and be a trusted source of information on macular disease research and treatments.

All employees will be expected to comply with the Macular Society terms and conditions, rules, policies, procedures, codes of conduct, quality standards, authorisation processes, risk management policies etc. and relevant external regulations.

## Competencies

1. Supports and contributes to their team and colleagues as appropriate
2. Works well with people across the organisation
3. Is committed to quality and service
4. Understands the Macular Society's operations and processes
5. Achieves their objectives and the required activities for their role
6. Takes responsibility for their performance and development

## Person Specification

Factor	Essential	Desirable
Job specific skills	<p>Excellent organisational skills and attention to detail.</p> <p>Excellent communication skills, both oral and written. The ability to explain complex scientific information in a way which is understandable and appropriate for the audience.</p> <p>The ability to liaise and build relationships with a variety of people, including Macular Society members and supporters, and researchers in universities and hospitals.</p> <p>A team player, with a flexible approach willing to work with and support</p>	<p>Knowledge of and empathy with issues relating to sight loss.</p> <p>To be an effective representative of the Macular Society at external events, such as meetings, conferences and local peer support groups.</p>

	colleagues across the organisation.	
Previous relevant experience	<p>Experience of conducting scientific research, working within a research environment or for a research funder.</p> <p>Experience of communicating science to a non-scientific audience.</p>	<p>An understanding of research funding mechanisms, grant management processes and peer review.</p> <p>Experience of working with an expert scientific committee or liaising with researchers at a senior level.</p> <p>Experience of using PubMed and other research literature databases.</p>
Qualifications/Training	Educated to degree level or equivalent in an appropriate scientific field.	
Eligibility to work in UK	Proof of identity and eligibility to work in the UK	
Volunteering	From time to time you may be asked to support / volunteer your time (TOIL available) at Macular Society events that take place outside of normal working hours.	
Safeguarding	The Macular Society is committed to safeguarding and promoting the welfare of all children, young people and vulnerable adults with whom we	

	work. We expect all of our employees and volunteers to demonstrate this commitment.	
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The post holder is required to carry out other such duties as may reasonably be required, commensurate with the grade of this post. All employees are expected to excel in customer centricity, to demonstrate advocacy for the Macular Society at all times and to champion our fundraising.

This job profile is accurate as at the date shown below. In consultation with the post holder it is liable to variation by management to reflect or anticipate changes in or to the role.

**DATE OF EVALUATION:** 2019