

# Research Participation Manager

## Job description

**It will take a society to beat dementia. Alzheimer's Society.**



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Research Participation Manager

## Position in the organisation

Reports to the Lead Research Nurse.

Member of our Research Participation team.

Part of our Research and Influencing Directorate.

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Research Participation Manager leads the operational delivery and supports the strategic development of the Society's research participation team, including the National Institute for Health and Care Research (NIHR) funded Join Dementia Research helpdesk and the Alzheimer's Society UK Dementia Trials Network (UKDTN) Trial Finder teams. The post also provides matrix management to the Senior Quality Officer – Participation in Research within the Dementia Support and Partnerships directorate, ensuring the provision of high quality, safe, and compliant support for people accessing dementia clinical research opportunities.

You will be responsible for line managing and developing the Research Participation team and associated staff, overseeing programme performance and reporting, and ensuring all activity aligns with UK clinical research regulations, data governance requirements, and organisational priorities. You will have the skills required to manage and develop a diverse team with a proven ability to inspire and motivate people towards shared objectives and goals. You will encourage an environment where people can be themselves, safely share their opinion, and listen to and support others. You will take responsibility for your own development and encourage others to do the same.

Working collaboratively across the Society and with external partners, you will strengthen cross sector relationships, drive inclusive and culturally competent engagement, and enhance awareness of, and participation in, vital dementia research, particularly among underserved communities. You will provide leadership, expert guidance and robust programme management to maximise the reach, impact, and visibility of the Society's research participation initiatives, increasing opportunities for people to become aware of, and participate in research; bringing forward the day when a dementia diagnosis no longer devastates lives.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

### Management and Leadership

- Responsible for the leadership, operational line management, development and delivery of the Research Participation team, allocated staff, resources and any assigned budget to ensure all agreed internal and external targets are met.
- Ongoing assessment and management of interdependencies between internal and external stakeholders involved in the Research Participation programme; reporting resource and / or capacity conflicts, challenges and / or issues to the Lead Research Nurse as appropriate.

- Responsible for ensuring robust risk assessments are performed and recorded for each participation support request; ensuring all participation support plans are fully compliant with all applicable UK clinical research ethical and regulatory and data protection requirements.
- Ensure all participation support plans and / or awareness raising initiatives comply with the Association of the British Pharmaceutical Industry (ABPI) rules and codes of practice.
- Responsible for safe practice within the Research Participation team, including but not limited to: establishing and monitoring quality control and assurance protocols in relation to handling of Join Dementia Research, Trial Finder and participation support enquiries and ensuring safeguarding and quality is considered at all times.
- Deputise as appropriate for the Lead Research Nurse, Research and Influencing Partnerships Lead and Heads of function within Research and Innovation.
- Responsible for developing and delivering inclusive and culturally informed initiatives that raise awareness of, and improve equitable access to, clinical research opportunities, with a particular focus on underserved and diverse communities.
- Collaborate with Communications colleagues across the Society to support wider communication activities related to research participation and public research awareness.
- Collaborate with Income and Engagement colleagues to support fundraising activity and associated reporting requirements in relation to research participation across philanthropy, corporate partnerships, and individual giving.
- Occasional requirement to represent the Society in media interviews, at conferences and seminars across the UK as well as act as a spokesperson for the Society.
- Ability and willingness to travel independently on behalf of the Society, including occasional overnight stays as required.
- Developing and managing direct reports, including setting clear development objectives and appraising performance.
- To contribute to local appraisals and reviews as appropriate.

#### Reporting

- Produce regular internal and external updates on programme progress for funders, Senior Leadership Team, Executive Leadership Team, and the Board.
- Lead monthly and quarterly business reporting for the Research Nurse Programme, Join Dementia Research and Trial Finder workstreams, including look back/look forward commentary, programme status, and budget and performance tracking.
- Work with the Lead Research Nurse, Research and Innovation Business Manager, and Project Management Office to ensure robust programme and risk management, and to evaluate the impact of research participation activities.
- Responsibility for management and immediate reporting of any data breaches or other information governance issues

#### Partnerships

- Identify, facilitate and manage key stakeholder relationships in collaboration with the Lead Research Nurse, Research and Influencing Partnerships Lead and Heads of function within Research and Influencing directorate to prioritise partnership opportunities to support participation activity.

- Through internal influencing, and in close collaboration with the Lead Research Nurse, Senior Leadership Team and Heads of function, ensure the benefits of the Research Participation programme are realised Society-wide; particularly to drive awareness of the programme, enhance our thought leadership ambitions and optimise impact both internally and externally.
- Build impactful and sustainable relationships with a range of internal and external stakeholders across the dementia clinical trials landscape, seeking opportunities to collaborate on initiatives to drive increased awareness of, and participation in, dementia clinical research.
- Support and advise the Lead Research Nurse, Research and Influencing Partnerships Lead and Heads of function within Research and Innovation on internal and external opportunities and risks bringing forward innovative solutions and ideas to achieve team, directorate and organisational objectives.
- Work collaboratively with internal departments to engage the public and people affected by dementia and raise awareness of the Society's work to widen opportunities to participate in dementia clinical research (i.e. via Research Nurse Programme, Join Dementia Research, Trial Finder, Research Engagement Network etc).
- Support internal fundraising initiatives and media requests, including social media, as required.

#### Education, Training and Development

- Develop and maintain an up-to-date knowledge of current advances in dementia diagnosis, treatment and clinical research, including the regulatory landscape, and disseminate this knowledge internally and externally.
- Prepare and deliver presentations relating to research participation and Alzheimer's Society support of this.
- Develop, implement and evaluate clinical research specific education and training programmes for the Research Participation team to ensure all team members are supported, confident and competent in their roles.

### We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Experience of working in clinical research, science or health sectors.	A
Experience of shaping and/or leading significant programmes of work with high exposure.	A
Good organisational skills, with experience managing multiple competing tasks accurately and to a high standard.	A
Able to work across a range of internal and external stakeholders to deliver complex projects.	A
Able to create and manage database information for different purposes.	A
Good IT skills, including proficiency in Microsoft Office 365.	A
Experience of, and ability to, effectively lead and manage a geographically dispersed remote team.	A/I
Ability to influence across organisational and geographical boundaries in pursuit of a common goal.	A/I
Demonstrate high levels of integrity, leadership and emotional intelligence.	A/I
An ability to deal with sensitive information in a professional way, demonstrating a high level of self-awareness at all times.	A/I
Good interpersonal and interpretation skills with the ability to have open jargon-free conversations with a range of internal and external stakeholders including people affected by dementia.	A/I
Proactive, solution focused approach, able to work independently and prioritise effectively to meet deadlines.	A/I
Ability to present complex information in accessible and understandable ways.	A/I
Highly effective oral and written communication skills.	A/I
Professional, credible, and respectful approach, able to build trust with a wide range of stakeholders.	I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter with a determination to make a difference.	A/I
Effective organisational and timekeeping skills.	A/I
Good attention to detail.	A/I
Non-judgemental communication.	A/I
Commitment to and understanding of equal opportunities.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I

# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coocusselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave