

Research Officer

Diversity

Action for Pulmonary Fibrosis is an equal opportunities employer and welcomes applications from all candidates irrespective of race, age, gender, sex, gender identity, sexual orientation, religion or belief, or marital or civil partnership status.

Purpose of the role:

To make strides towards our vision to find a cure for pulmonary fibrosis and enable everyone affected by the disease to have a better future. You will:

- Support the set up and delivery of our grant funding processes ensuring we invest in high quality, high impact research.
- Enable more patients and families to feel empowered and actively contribute towards a better future through involvement in research.
- Support and empower volunteers to champion research within their pulmonary fibrosis support groups and wider community.
- Broaden the range and reach of research communications to raise awareness and understanding of pulmonary fibrosis research to inspire the pulmonary fibrosis community and provide a sense of hope for the future.

Key stakeholders:

- People with lived experience of pulmonary fibrosis
- Staff, trustees, review panel members, and freelancers at APF
- Researchers, healthcare professionals, pharmaceutical employees
- Other organisations, including, [AMRC](#), [CRIG](#), [BTS](#), [JLA](#), & [NIHR](#)

Reports to: Research Manager



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Follow us on [Twitter @actionpfcharity](https://twitter.com/actionpfcharity)

Registered charity 1152399 (England and Wales)
SC050992 (Scotland)

Registered address: Stuart House, St John's Street
Peterborough, PE1 5DD
Tel: 01733 475642
Web: www.actionpf.org
Email: info@actionpf.org

Main duties:

Support the implementation and delivery of grant funding processes:

- Assist in all stages of the grant funding process.
- Manage grant applications in line with charity guidance and AMRC good practice guidelines.
- Secure peer reviewers for submitted grant applications, as appropriate.
- Lead the administration of Research Review Panel meetings, including sending invitations, compiling committee paperwork, sharing documentation, responding to queries from applicants, reviewers and panel members, minuting meetings and providing feedback to all applicants.
- Support the Research Manager in contracting, managing and evaluating awarded grants and sharing their impact with key audiences.
- Work collaboratively with the Research Review Panel, Board of Trustees and the Research Manager to review and refine grant funding processes.

Enable more patients and families to feel empowered and actively contribute towards a better future through involvement in research:

- Develop resources for patients and researchers to increase understanding and awareness of the various ways to get involved in research, including through patient and public involvement and participation opportunities.
- Ensure that the varied voices of the pulmonary fibrosis community are considered in the planning and delivery of research projects.
- Champion the role of APF and the pulmonary fibrosis community in supporting the design and development of research through patient and public involvement. Provide support and guidance to researchers to align with best practice for PPI.
- Assist the Research Manager in assessing requests for research support and sharing these with the pulmonary fibrosis community.
- Empower and support volunteers to champion research within their support groups and wider community. Work collaboratively with the Research Champion volunteers to develop initiatives to increase awareness, understanding and opportunities to get involved in research.
- Adhere to APF research involvement and participation guidance, policy and procedure.



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Broaden the range and reach of research communications:

- Stay up-to-date with pulmonary fibrosis research in the UK and around the world, including attending conferences.
- Raise awareness and understanding of pulmonary fibrosis research, sharing the latest advances, inspiring the pulmonary fibrosis community, and providing a sense of hope for the future on our digital and print platforms and through public speaking.
- Work with our fundraising, communications and support teams writing research content to inspire and inform our supporters, including providing updates from our grant holders.
- Promote APF's role in enabling and supporting research through communications with researchers.

Work on projects as agreed with the Research Manager, as appropriate.

Person Specification:

In your application for the role, please provide details of your direct or transferable experience against the selection criteria set out in part one below.

You do not need to have experience in every area, and you may have skills not listed here that you feel would be valuable to fulfil the role. We would love to hear what makes you an exceptional candidate.

Part one: knowledge and experience

- Educated to first degree level or higher, in biomedical science or equivalent
- Experience of delivering grant funding processes and research administration, in line with AMRC guidance
- A good understanding of the value patients, their families and charities bring to the research environment
- Experience of working in a research department in the charitable sector, medical research, or academic environment
- Experience working and rapidly forming meaningful relationships with a broad range of stakeholders
- Experience of patient and public involvement and awareness of UK Standards for Public Involvement



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- Ability to understand complex scientific information and communicate this orally and in writing to a range of stakeholders
- Experience of supporting and implementing multifaceted projects to successful completion; able to prioritise, plan-ahead and work flexibly to changing demands.
- Experience writing full and clear minutes during scientific meetings.

Part two: skills and working style

- Passionate about research and the vital role people with lived experience of pulmonary fibrosis have in developing and progressing research
- Enthusiastic and keen to develop new and improved ways of working
- Ability to work flexibly and collaboratively within the charity and with outside partners
- Strong planning skills including attention to detail, critical thinking, and problem solving
- Able to participate in discussions confidently, making contributions as appropriate
- Able to build positive relationships; respect the values, diverse views and experiences of others
- Excellent written and oral communication skills
- Ability to multitask, work collaboratively and flexibly to achieve shared outcomes and a keenness to add value to the organisation's culture and ethos
- Able to take responsibility for making effective plans and decisions directly related to own work, and able to demonstrate awareness of those decisions and the possible impact on others

In your application, please include whether you have lived experience of pulmonary fibrosis or other respiratory condition.



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