

## The opportunity

Do you have excellent organisational and administrative skills? Do you have a keen interest in cardiovascular research and clinical trials? And a strong desire to learn?

## About the role

We're looking for a Research Group Coordinator to coordinate and provide administrative support for clinical research group activities across a variety of cardiovascular specialities.

Establishing close relationships with internal and external stakeholders, you'll focus on facilitating and engaging with individual research groups and play a key role in supporting the needs of cardiovascular research groups while at the same time contributing to the wider activities of the BHF Clinical Research Collaborative.

## Working arrangements

This is a dual location role, with your working time split between your home and at the British Cardiovascular Offices in London.

We understand that you might need a little help balancing your work and home life. Many of our people work flexibly in different ways, from the hours or days they work, to their office or home location or a blend between the two. Please feel free to talk to us at interview about the flexibility you may need; we're happy to explore what's possible for you and the role in helping to deliver our cause.

## About you

With previous knowledge of working as an administrator and/or coordinator within a healthcare setting, industry, research charity or university, you'll have experience in coordinating committee meetings and recording minutes and action points. You will be computer literate with excellent knowledge of Microsoft Office 365, particularly Teams, Sharepoint and other MS products including Forms, Powerpoint, Outlook, Word and Excel. This role would also suit someone who is undertaking a part time Masters or PhD in the field of CVD or someone who is already familiar with the clinical research landscape and would like to complement their work.

To be successful in this role you'll have the following experience and attributes:

- Excellent organisational skills, able to manage multiple tasks, priorities, and different ranges of work
- Able to take ownership of challenges, taking the initiative and making decisions with a can-do attitude to delivering on expectations
- A positive and enthusiastic attitude with the tenacity to assist team solutions successfully through to implementation

We're looking for an enthusiastic and experienced Coordinator who can make an active contribution to developing the research group activities within the BHF CRC.

## About us

The British Heart Foundation Clinical Research Collaborative (BHF CRC) is an initiative that is aimed at developing a national network to support the planning and delivery of world-class clinical research in cardiovascular medicine and surgery.

Since its inception in 2019, we have established a successful structure to better coordinate research planning, working with the UK's cardiovascular professional societies. We are a small team consisting of a Chief Operating Officer, a Programme Coordinator and a part time Clinical Lead. As the programme has successfully developed over the last three years, we are now seeking an individual to work closely with the Programme Coordinator to support the growing demand of administrative tasks and cross-cutting activities.

The BHF CRC provides administrative support and resources to several Cardiovascular Clinical Research Groups. We promote nationwide visibility of the collaborative through our website, national meetings, newsletters and other communications.

The British Cardiovascular Society (BCS) is a membership organisation with charitable status and plays a pivotal role in the setting of standards and influencing the quality of cardiology practice throughout the UK. This organisation hosts the BHF CRC for accommodation and administration, however the BHF CRC is fully funded by the BHF.

## What can we offer you

We offer a generous holiday allowance, an excellent working environment and a welcoming supportive group of colleagues. To find out more about benefits available at the BCS please see the list at the bottom of this document.

<b>Job Title:</b>	Research Group Coordinator
<b>Reports to:</b>	Chief Operating Officer, BHF CRC
<b>Employed by:</b>	The British Cardiovascular Society
<b>Salary:</b>	Band G (£26,687-£32,273k) Appointment will be at £29,000 to start, pro rata (equating to £17,400 at 0.6 wte)
<b>Hours:</b>	0.6 wte/21 hours per week
<b>Contract:</b>	Permanent
<b>Location:</b>	The BCS Offices, 9 Fitzroy Square, London/Home Based

## Key Duties and Responsibilities:

Support the management and facilitation of the CRC structure through a variety of administrative tasks, including:

- Providing minuting and administrative support to research groups
- Maintaining the BHF CRC IT infrastructure based on Microsoft Office. This may include tasks such as assigning licenses and appropriate permissions, advice on the use of different apps and resolving any user issues
- Editing, maintaining and updating the BHF CRC websites, where appropriate
- Supporting the production of BHF CRC communications, including newsletter, emails, and general correspondence.
- Compiling reports and minutes to the COO in preparation for the Oversight Executive Board Meetings and Steering Group
- Maintaining researcher records on the BHF CRC database, keeping them up-to-date and accurate, adding or removing personal data in line with GDPR requirements.
- Setting up, managing and following up on action points agreed at Oversight Board and BHF CRC Steering Group meetings, including: the development with Chair of agendas and papers; the organisation of meeting rooms, travel and refreshments; the taking and production of minutes and the circulation and fulfilment of actions agreed.
- Organising and supporting the running of BHF CRC events, conferences and meetings.
- Supporting the organisation and delivery of BHF CRC projects and funds.
- Contributing to BHF CRC core staff meetings, share information with colleagues and help as appropriate.
- Please note that national travel to meetings will sometimes be required, travel costs and accommodation will be provided

## Person Specification

### Qualifications and Education

- Good GCSE grades in English and Maths (or equivalent)
- 3 'A' Levels or equivalent
- Degree level qualification or equivalent (desirable)

### Knowledge & Experience

Essential:

- At least 3 years' experience of providing administration support
- Excellent use of English language, both oral and written and communication skills

- Computer literate with excellent knowledge of Microsoft Office 365, particularly Teams, Sharepoint, other MS products incl Forms, Powerpoint, Outlook, Word & Excel
- Excellent committee servicing and minute-taking skills
- Excellent knowledge of online meeting systems (including Teams, Zoom and Skype)

**Desirable:**

- Committee Service experience in a health care setting
- Experience in coordinating events and/or webinars
- Experience in using digital media platforms, including social media

**Skills & Attributes:**

- Highly organised and able to multi-task and juggle different work activities simultaneously and with ease
- Excellent written and verbal communication skills
- A capacity for hard work and the ability to work well under pressure to tight deadlines
- Prioritises workload according to importance and urgency and demonstrates excellent time management skills and an ability to work to deadlines.
- Experienced in collating agendas, coordinating submission of papers, managing meeting arrangements and virtual meeting set up to ensure meetings run smoothly, and ensuring minutes are of an excellent standard and delivered on time - all in line with internal key performance indicators. Ability to format documents and slides as required.
- Personable, approachable, and friendly with excellent inter-personal and communication skills in order to interact with a range of internal and external stakeholders
- Demonstrates professionalism, positivity and politeness
- Demonstrates proactive approach and strong critical thinking ability capability and is solution orientated.
- Ability to understand and assimilate complex information and distil this in to clear succinct written and verbal communications (e.g. minutes)
- Self-motivated and able to use own initiative
- Ability to work independently with minimum supervision and able to work as part of a team
- Able to recognise own limitations and seek assistance as required
- The ability to work flexibly and to respond quickly to changing needs
- Respects confidentiality and able to handle a variety of situations with diplomacy and tact

**Values/Attitudes:**

- Flexible approach to working
- Highly motivated with the ability to work well with others
- Team player with 'can-do' attitude

## Terms and conditions

**Salary:** Band G (£26,687-£32,273)  
Appointment will be at £29,000 to start pro rata  
(equating to £17,400 at 0.6 wte)

**Annual leave:** 25 days annual leave plus statutory holidays (full time)

**Other benefits:**

- Flexible hours with home working available
- Pension scheme (defined contribution) with employers' contribution of 7%
- Employment Assistance Programme
- Access to Employee Perks Scheme (through Perk box)
- Eye Care vouchers
- Cycle to work scheme upon completion of probation
- Opportunities for professional development

In consultation with staff, benefits and policies may be reviewed and changed over time.

**Closing date: 31<sup>st</sup> May 2022**

To apply for this exciting position, please send your CV and cover letter to [enquiries@bhfcrc.org](mailto:enquiries@bhfcrc.org) by the closing date. For an informal discussion and further details on the role, please contact Allyson Arnold on [allyson.arnold@bhfcrc.org](mailto:allyson.arnold@bhfcrc.org)

