



Job Description – Research Officer

The Role

The Psoriasis Association is the leading patient support and research charity for people whose lives are affected by psoriasis.

The Research Officer oversees our research portfolio and ensures that our annual research spend is invested in high quality research of importance to people living with psoriasis. The Research Officer oversees the scientific reviews and renewals of our research, guides and supports our high-level scientific advisory committees (Medical and Research Committee, External Peer Reviewers and Experts by Experience Committee – EXEC), and evaluates the success of the research we fund and services we offer.

The Research Officer works alongside the communications department to promote and highlight the research supported and funded by the Psoriasis Association.

The Association is governed by a Board of Trustees who delegate the day-to-day management of the organisation to a small group of staff under the leadership of the Chief Executive. As a senior member of the team the Research Officer is expected to contribute to the Association's wider programme when the need arises.

Main Responsibilities:

Management of grant funding process

- Manage the processing of grant applications, ensuring that the charity continues to attract high quality proposals and achieve high standards in their assessment. The work required as part of this process includes the development of guidance for applicants, application forms and review forms.
- Respond to enquiries about the Psoriasis Association's grant awards.
- Form the principal channel of communication and advice between the charity and applicants, award holders and committee members.
- Communicate with the Medical and Research Committee, External Peer Reviewers and Experts by Experience Committee (EXEC) lay reviewers throughout the grant call, review, consideration and award process.
- Collate all reviewer feedback, undertaking quantitative and qualitative analysis of scores and feedback to inform discussion at the meetings of the Medical and Research Committee.
- Conduct the EXEC meeting ahead of the Medical and Research Committee meeting, collating feedback to inform discussion at the meetings of the Medical and Research Committee
- Provide operational and secretariat support for the preparation and delivery of the charity's Medical and Research Committee meetings, including sending invitations,



preparing documentation, writing full and clear minutes and preparing outcome letters detailing funding recommendations.

- Support the periodic review of the Research Strategy.

Research grant monitoring and evaluation

- Work with the Association's Finance Officer to manage award financial information, ensuring that paperwork for all grants is regularly updated and maintained.
- Developing relationships with grant holders and PhD students to ensure the timely collection of progress reports, published articles, disseminating as needed.
- Dealing with queries from grant holders and co-ordinating appropriate responses.
- Oversee annual Researchfish impact data gathering for all relevant grants and report on findings.
- Assist with the reporting of the research portfolio to trustee meetings, and annual reports.

Experts by Experience Committee (EXEC) and Research Network

- Oversee the Psoriasis Association's EXEC lay involvement in the research programme, including training and support.
- Manage the Research Network and the promotion of involvement opportunities to members.
- Help to build relationships between researchers and people affected by psoriasis.

Research Engagement

- Ensure that colleagues are kept up to date with relevant research funding and grant information.
- Work with the communications department and develop research communications (website, social media, and member's magazine) to ensure that the Psoriasis Association's research programme and research developments are publicised appropriately.
- Ensuring that details of funded grants are available on the Psoriasis Association website and maintaining the current research grant list and grants database.
- Work with grant holders and PhD Students on communications to inform patients and the public about their research.

General Responsibilities

- Compile statistical analysis of helpline activity.
- Respond to general research enquiries received from the research community and our supporters.

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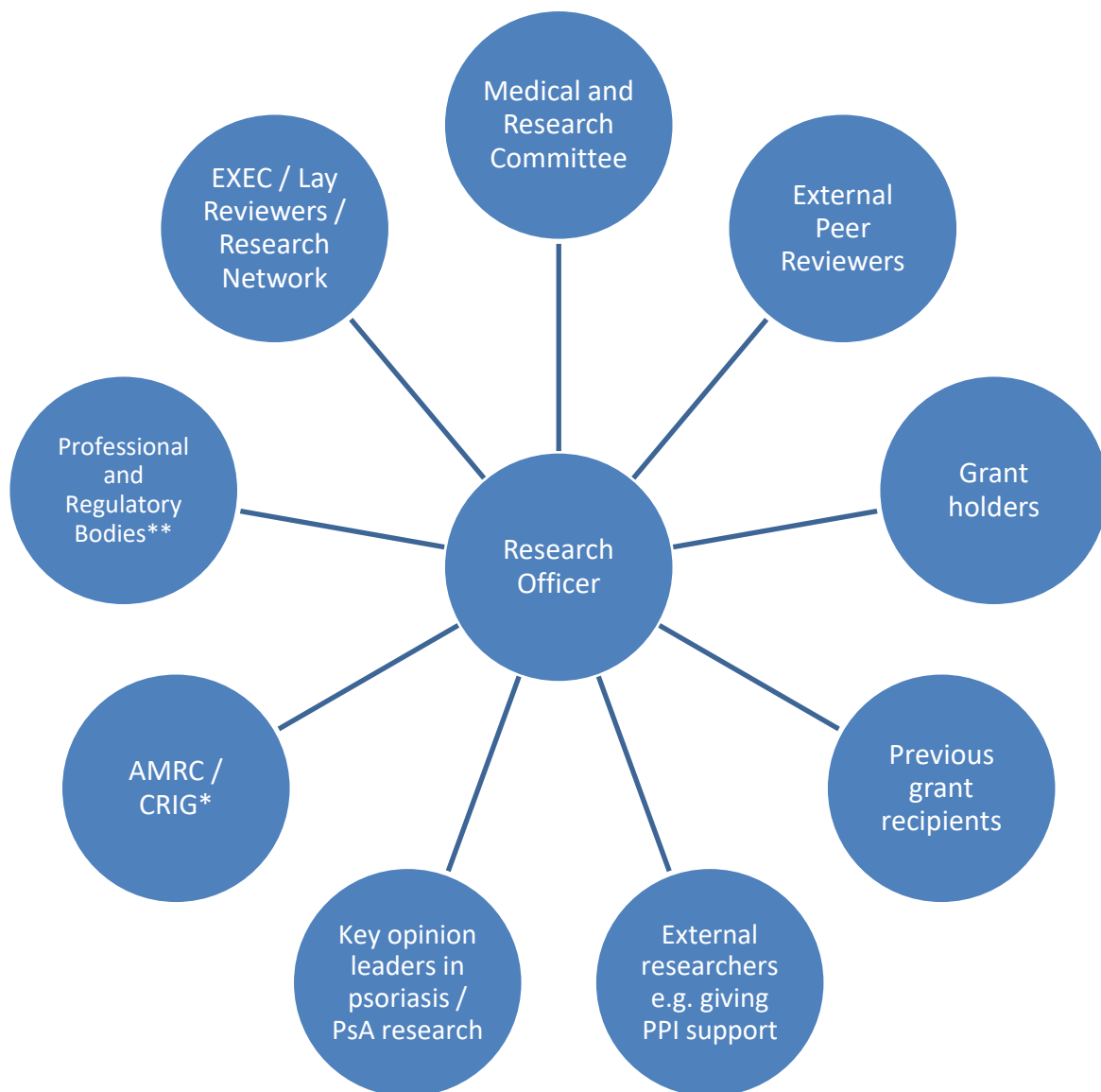
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- Represent the Psoriasis Association and build relationships at meetings and conferences as appropriate.

This role profile is not exhaustive and is subject to review in conjunction with the post holder.

Key External Relationships



*AMRC = Association of Medical Research Charities

CRIG = Charity Research Involvement Group

**Professional and Regulatory Bodies include the British Association of Dermatologists (BAD), British Dermatological Nursing Group (BDNG), National Institute for Health and Care Excellence (NICE) and the Scottish Medicines Consortium (SMC)

Organisation Chart

