



## **JOB DESCRIPTION & PERSON SPECIFICATION**

### **JOB INFORMATION**

<b>Post Title:</b>	<b>Public Involvement Coordinator</b>
<b>Grade:</b>	<b>5</b>
<b>Mode:</b>	<b>Part Time, 3yrs 9 months fixed-term contract</b>
<b>Salary:</b>	<b>£22,223 - £28,106 pro rata, per annum</b>
<b>Ref No:</b>	<b>REQ006064</b>

**\*Female applicants only**

### **JOB DESCRIPTION**

#### **Purpose**

The Public Involvement Coordinator will work under the supervision of Dr Lorna O'Doherty and a team of researchers at the Centre for Advances in Behavioural Science (CABS), Coventry University, in collaboration with the University of Bristol and University of Birmingham and several external organisations, including charity bodies and the NHS, to conduct an National Institute for Health Research (NIHR) funded study to evaluate Sexual Assault Referral Centres (SARCs) across England. This study, undertaken within the thriving research environment of the Centre for Advances in Behavioural Science, represents the most extensive evaluation of SARC services to date. Using a range of methods and wide stakeholder engagement, it will generate much-needed evidence of the impacts of different forms of sexual violence on the health and wellbeing of adults and children who receive support from SARCs. The study is expected to have important implications for health and policing/criminal justice policy and practice.

#### **Main duties and responsibilities**

1. Setting up, coordinating and promoting Patient and Public Involvement (PPI) across the life of this new national study funded by the NIHR and based in the West Midlands by:
  - initiating a new PPI group made up of individuals with lived experience of abuse or with experience of supporting survivors among family/friends, to contribute to the research project
  - working with charity sector partners to identify and invite PPI members to contribute to the PPI group and as peer researchers, and coordinating and supporting PPI training days
  - refreshing the PPI pool as needed and briefing PPI members as appropriate at different stages of the project (e.g. ahead of PPI group meetings and advisory group meetings)
  - debriefing PPI members as appropriate following PPI and advisory sessions and research work
2. Reviewing study materials such as protocols, information sheets, and consent forms for sub-studies as required, as well as ongoing review of website and other promotional material and communicating with the project team about appropriateness of materials, content and approaches for service users

3. Attending networking events, keeping up to date with developments in the sector and generating ideas and new opportunities for progressing best practice PPI over the life of the project
4. Collating and writing PPI meeting papers, planning meeting agendas, booking rooms and refreshments, taking minutes, chairing meetings, and liaising with the research team as required
5. Leading development of a PPI 'case study' over the course of the project and communicating about this
6. Comply with GDPR regulations and show a commitment to personal development in order to deliver high quality work
7. Support the administrative needs of the project and project team as appropriate

**AND** other such duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

**Supervision received**

Dr Lorna O'Doherty, the research project lead; project work-stream leads, Professor Katherine Brown, Dr Emma Sleath and Professor Sarah Brown

**Supervision given**

The Public Involvement Coordinator will not be expected to supervise other staff members.

**PERSON SPECIFICATION – Public Involvement Coordinator**

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>ADVANTAGEOUS</b>
<b><i>Education/ Qualifications</i></b>	Educated to A level standard and/or with relevant professional qualification in order to demonstrate clear ability in skills, knowledge and competency for this post	Bachelors or postgraduate degree in any subject
<b><i>Experience (Paid and Unpaid)</i></b>	<p>Experience relevant to conducting research in relation to sexual assault and other forms of sexual or domestic violence in adults, young people and/or children e.g. prior experience of working with third sector agencies</p> <p>Must have experience of delivering PPI or public engagement around a health or social issue</p> <p>Should have experience of setting up and facilitating groups</p> <p>Have written documents regarding research aimed at a lay audience</p>	<p>Experience of working with a research team in any area of health or justice</p> <p>Experience of partnership working</p> <p>Experience of delivering, planning or facilitating training</p>
<b><i>Job-related skills/ Aptitudes</i></b>	<p>Confidence in working independently and as part of a team</p> <p>Must be a highly organised and efficient worker with the ability to manage competing priorities and work to deadlines</p> <p>Must pay attention to detail as demonstrated through proof-reading and accuracy in writing for different audiences</p> <p>Must have excellent computer skills, particularly in using Microsoft Office software</p>	<p>Research project management skills</p> <p>It would be beneficial to have evidence of scientific writing skills</p> <p>Experience of speaking in public and chairing meetings would be an advantage</p> <p>Familiarity with working with websites (e.g. design, WordPress)</p>
<b><i>Interpersonal Skills</i></b>	<p>Excellent interpersonal, oral and written communication skills, using a range of media</p> <p>Ability to communicate sensitively with vulnerable individuals and/or victims/survivors in respect of</p>	<p>Ability to speak languages other than English</p> <p>Experience in communicating with vulnerable individuals, victims/survivors and/or about sensitive topics</p>

	<p>sensitive issues</p> <p>Cultural sensitivity and a commitment to equal opportunities</p> <p>Aptitude for working collaboratively as part of team and in relation to conducting research</p> <p>Highly self-motivated and organised, flexible, independent, and able to tolerate working with different styles</p> <p>Presents a professional image to a range of external client groups/ stakeholders</p>	
<b><i>Other Requirements</i></b>	<p>Able to take responsibility for developing their own career in partnership with the University</p> <p>May be required to work outside of normal 8.30 am to 5.00 pm hours including weekends, on occasion</p> <p>Willingness to travel to different research sites around the country, where overnight stays might be required occasionally</p>	<p>Driver's licence and access to own vehicle or willingness to drive rental vehicle</p>