



Welcome to the McPin Foundation

Thank you for your interest in our organisation and this Public Involvement in Research Officer, position.

About us

The McPin Foundation exists to transform mental health research by placing people affected by mental health problems at its centre. Each of our employees is vital to us in delivering our mission, which is to 'champion experts by experience in research so that people's mental health is improved in communities everywhere'.

Our Vision

A world where the value of expertise based upon experience is recognised and is at the heart of all stages of mental health research

Our Core Values

We passionately believe involving people directly affected by mental health problems improves research

We are driven to produce work of the highest quality

We are inclusive and listen to all opinions and perspectives

We collaborate with others to deliver our mission

We care about the wellbeing of everyone connected with us

The post holder will join a busy team at the McPin Foundation, consisting of a team of researchers working on a range of studies, a Public Involvement in Research team, and a small Operations team, all based in our offices in London. We also have a wider network of freelance and contracted researchers who work with us on specific projects around the country.

You can find out more about us at www.mcpin.org.

Job Description	
Job Title: Public Involvement in Research Officer	Prepared by: Head of Public Involvement in Research
Location: Head office. 7-14 Great Dover Street, London, SE1 4YR	Closing Date: 4 th March 2019, 5pm Interview Date: TBC w/c March 11th 2019
<p>Terms and conditions</p> <p><i>Hours:</i> 37.5 hours per week (part time working would be considered / job share) <i>Salary FTE:</i> £27,500 <i>Holidays FTE:</i> 25 days plus 8 public holidays and 3 additional days at Christmas <i>Employment status:</i> Fixed term 2 years <i>Probationary period:</i> 6 months <i>Notice period:</i> 8 weeks The post holder will be required to have enhanced DBS check.</p>	
<p><u>About the job</u></p> <p>The team supports public involvement in a wide range of research studies. These studies are very varied in nature. The public involvement team is increasingly supporting biomedical research studies and research concerning the use of different technologies in mental health. We refer to these areas more generally as ‘mental health science’.</p> <p>Most of our work is conducted in partnership with universities, charities, public sector organisations and NHS and social care professionals. We work with a range of major funders of research including the NIHR, MRC, and Wellcome Trust. In addition the McPin Foundation undertakes its own initiatives such as the Talking Point series of papers, which can be found on our website. These papers aim to stimulate discussion and debate around difficult areas relating to public involvement in research.</p> <p>This post would ideally suit a graduate or someone with equivalent skills and experience who is looking to establish a career in public involvement in research. An interest in mental health science is needed. Candidates should demonstrate their ambition and willingness to develop in this post. Experience and/or an understanding of public involvement in research is essential. This need not be in mental health. But a strong interest in mental health is needed.</p> <p>In this post, we are looking for someone who can draw on their own personal experiences of mental health issues, or those of others to shape mental health research. The role will involve facilitating groups of ‘experts by experience’ who are advising on research studies, or shaping their design in early consultation workshops. Building supportive and positive relationships and maintaining them will be key. Some travel around the UK will also be required.</p> <p>We are developing our Public Involvement in Research team and you will be working together with the Head of Public Involvement on a portfolio of studies ensuring high quality public involvement is provided. This officer role will deliver an agreed work programme to support the delivery of the McPin Foundation’s mission to transform mental health research.</p>	

Key Responsibilities

- Assist in developing the Patient and Public Involvement (PPI) at the McPin Foundation, writing about our approaches, looking at new ways to deliver public advisory work, supporting stakeholders to become involved with the charity.
- Assisting in setting up and coordinating PPI activities in new funded studies, as well as supporting other existing PPI research groups
- Helping to develop and deliver our biomedical research strategy together with other Public Involvement in Research staff.
- Writing short articles and blogs for our web site, involvement bulletin and individual research studies as required. Updating McPin website and project specific websites as required.
- Reviewing study documents such as protocols, information sheets, and consent forms for research studies as needed, particularly prior to grant or ethics submission.
- Administer the McPin peer review panel – a group of people who review proposals and provide feedback to academic teams. This will include tasks such as allocating work, team building, planning training and promoting the work of the group, as well as recruiting new members.
- To help facilitate the McPin Young Person’s Advisory Panel. This will entail occasional Saturday working approximately four times a year
- Attending networking events, keeping up to date with developments in the sector
- Collate and write meeting papers, planning meeting agendas, booking rooms and refreshments, taking minutes, chairing meetings as appropriate, and liaising with research team as required
- Work with university academic teams and others to provide advice on how to design and disseminate best practice PPI in research studies
- Comply with regulations including the Data Protection Act, as well as the McPin Foundation’s policies and research governance framework, and show a commitment to personal development in order to deliver high quality work
- Undertake other duties appropriate to the grade of post as allocated by your Line Manager as part of working in a small team to deliver the McPin Foundation mission, vision and goals
- This role will require some travel across the UK and occasional overnight stays
- Attend and contribute to the team’s weekly meetings and other organisational activities

The key responsibilities above give a broad outline of the functions of the post. However, these must be approached in a flexible manner. The post holder will be expected to adapt to changing circumstances and undertake other duties appropriate to the grade of post as allocated by your Line Manager. The outline of responsibilities may change from time to time.

Competencies

A post holder who is meeting the requirements of this role will demonstrate the following competencies in their work:

Quality

You prioritise and organise your own workload effectively. You deliver accurate, complete and well-presented work on time. You pay appropriate attention to detail. You understand and follow McPin's professional policies, procedures and quality standards. You use initiative and get on with your own work, but know when to ask for help. You evaluate the quality of your own work. You identify and report any problems, issues or errors made with work immediately to the appropriate manager and makes suggestions for improvement.

Involving

You build effective relationships with people affected by mental health problems and others in the course of delivering your work. With support, you involve stakeholders in projects and reflect on the impact. You make recommendations for how we improve involvement at McPin. You are able to draw on own lived experience if appropriate.

Inclusive

You take into account all opinions and perspectives. You treat others with respect even when they express views that differ to your own. You challenge bias, prejudice and intolerance and bring it to the attention of a manager. You are conscious of the impact of own behaviours on others. You act in accordance with our equality and diversity policy.

Collaborative

You collaborate with others to deliver our mission. You encourage colleagues to participate and give them time and space in which to do so. You notices when colleagues are struggling or in need of help, and offer help even when this is outside the bounds of your own role and responsibilities. You recognise and resolve tensions and disagreements with colleagues, seeking advice from your own manager when appropriate.

Caring

You show care for the wellbeing of everyone connected with us. Where you come across any concerns regarding the wellbeing of others in the workplace you bring this to the attention of the appropriate manager.

Leading

You have established ways of working within your project teams. You reflect and learn from others. You have an awareness of your own preferred ways of working and your impact upon others. You make suggestions for working in better or more effective ways, which are then put into practice.

Person Specification

E= Essential

D = Desirable

Knowledge

- Must have a good understanding of mental health and the impact of mental health problems on people's lives (E)
- Must have some familiarity with biomedical or scientific research (D) and mental health research more generally (E)
- Must have some understanding and familiarity of patient and public involvement (PPI)/or public engagement in research (E)
- Knowledge of research methodologies both qualitative and quantitative approaches would be an advantage (D)

Skills

- Must be confident working in teams showing excellent team membership qualities (E)
- Must have well developed writing skills (E) including science writing (D)
- Should be a confident communicator – both oral and written (E)
- Some experience of speaking in public and chairing meetings would be an advantage (D)
- Must show empathy with people with mental health problems and confidence supporting people, coaching them and skill building others to take part in mental health research (E)
- Must be a highly organised and efficient worker, with the ability to manage competing priorities and work to deadlines (E)
- Must pay attention to detail. This can be evidenced in written work, organising large meetings, or through work experience (E)
- Must have excellent computer skills, particularly in using Microsoft Office software – Word, PowerPoint Excel, Outlook (E)

Experience

- Personal experience of living with mental health issues either directly or in the role of 'informal carer' is desirable but not essential (D)
- Should have some experience of being involved in or working with a research team in any area of health delivering PPI/or public engagement relevant work (E)
- Should have some experience of setting up (D) and facilitating groups (E), including delivering, planning, or facilitating training (D)
- Have written documents regarding research aimed at a lay audience (E)

Qualifications

- Appropriate level of education and qualifications in order to demonstrate clear ability in skills, knowledge and competency for this post (E)