



Welcome to the McPin Foundation

Thank you for your interest in our organisation and this Public Involvement in Research Coordinator 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 Coordinator	Prepared by: Public Involvement in Research Manager
Location: Head office. 32-36 Loman street, London, SE1 0EH	Closing Date: Monday 29 th January 2018, 9am Interview Date: Week of 5 th February 2018
<p>Terms and conditions</p> <p>Hours: 37.5 hours per week (however, we will consider part time hours of 22.5 to 37.5 to fit personal circumstances please discuss your needs with us prior to application).</p> <p>Salary FTE: Starts at £30,201.26 (including an Inner London Weighting allowance of £4000)</p> <p>Holidays FTE: 25 days plus 8 public holidays and 3 additional days at Christmas Employment status: Fixed Term for 2 Years Probationary period: 6 months Notice period: 8 weeks</p> <p>The post holder will report to the Public Involvement in Research Manager. The post holder will be required to have enhanced DBS check.</p>	
<p><u>About the job</u></p> <p>We are developing our Public Involvement in Research team and you will be working on a portfolio of studies ensuring high quality public involvement is provided. Mental health science is a key feature of this programme, working with scientists at leading universities and a range of stakeholders. This coordinator role will deliver an agreed work programme to support the delivery of the McPin Foundation’s mission to transform mental health research.</p> <p>This post will be based at our head office – 32-36 Loman Street, Southwark, London SE1 0EH.</p>	
<p><u>Key Responsibilities</u></p> <ul style="list-style-type: none"> • Develop 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. • Help to develop and deliver our biomedical research strategy. This will involve developing new and creative ways to meaningfully embed public advisory work in mental health focused biomedical, experimental, and basic research studies. • Assist in developing the McPin Public Involvement in Research work plan 2018-2021. • Writing articles and blogs for our web site, involvement bulletin and individual research studies as required. Planning peer review paper articles with colleagues. 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.
- Develop and coordinate the McPin peer review panel – a group of people who review proposals and provide feedback to academic teams. This will include administration such as allocating work, team building, planning training and promoting the work of the group, as well as recruiting new members.
- Attending networking events, keeping up to date with developments in the sector and generating ideas and new opportunities for progressing Public and Patient Involvement (PPI) in mental health research
- Setting up and coordinating PPI in a new study funded by the NIHR based in Oxford, as well as supporting other existing PPI research groups
- Collating and writing PPI meeting papers, planning meeting agendas, booking rooms and refreshments, taking minutes, chairing meetings, and liaising with research team as required
- Working with university academic teams to advise on how to design best practice PPI in research studies, and in some cases delivering these PPI strategies or aspects of them.
- 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 and occasional overnight stays.

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:** Understand scope of own role and how this may develop and work as an effective and responsible team member. Prioritise and organise workload in a manner that maintains and promotes equality, evaluating the quality of own and others' work and raises any quality issues and related risks to the relevant person
- **Equality:** Value people as individuals. Takes into account own and others' behaviour and its effects on others and take appropriate action when own or others' behaviours undermine equality and diversity
- **Information:** Gather, analyse, interpret and present extensive and or complex data, information and arguments, in a range of media and in ways that are appropriate and engaging for the intended audience. Develop justifiable conclusions and recommendations to time and present them clearly appropriate to the needs and interests of the intended audience(s).
- **Communication:** Communicate effectively using a range of different media, including email, social media, face to face, informal (e.g. blogs) and formal (e.g. published reports) writing. Maintain accurate and complete records consistent with legislation, policies and procedures.

Ensure effective communication with a range of people on a range of matters; constructively managing barriers. Evidence ability to develop and maintain communication in difficult situations and with people on difficult matters recognising and reflecting on the barriers to effective communication, modifying responses where necessary.

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 (E) and mental health research more generally (D)
- Must have an understanding of public and patient 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)
- Must be a confident communicator – both oral and written. (E)
- 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 as demonstrated through proof reading and accuracy in writing for different audiences (E)
- Must have excellent computer skills, particularly in using Microsoft Office software – Word, PowerPoint Excel, Outlook (E)
- Have some familiarity with working with websites. This could be in designing websites. A familiarity with WordPress would be an advantage (D)

Experience

- Must have some experience of 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 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.