



## Job Description

<b>Title</b>	<b>Secondary Breast Cancer Research Manager</b>
<b>Salary</b>	<b>£35,000 (pro rata )</b>
<b>Contract</b>	<b>15 months (initial fixed term contract with the aim to extend)</b>
<b>Hours</b>	<b>21 hours per week (days can be flexible)</b>
<b>Annual Leave</b>	<b>25 days plus 10 days public bank holidays (pro rata)</b>
<b>Location</b>	<b>Homeworking, Scotland.</b>

### About the role:

Make 2nds Count is a UK-wide patient and family focused charity dedicated to giving hope to women and men living with secondary breast cancer.

We fund a range of research studies and are now looking to recruit an individual to lead these research projects on behalf of the charity. Our projects include funding a PhD student who is conducting early lab-based research into ER+ secondary breast cancer; funding vital patient surveys e.g. investigating patient experiences of clinical trials and are currently piloting an innovative new Patient Trials Advocate (PTA) service in partnership with the NHS. The PTA service raises awareness of research amongst patients and helps match them to relevant clinical trials. We have one nurse in place and are expanding the service in 2022 and the pilot will be a key responsibility of the research coordinator post.

### **Duties and responsibilities:**

The Research Coordinator will manage Make 2nds Count research projects by:

- preparing action plans, including activities, resources required, timeframes and budgets for all research projects
- reporting agreed KPIs
- monitoring the progress of the research projects and handling any issues that arise
- working closely with the Communications Manager to raise awareness of the research projects
- developing a programme of patient education and activities focused on research, such as webinars and round table events
- managing internal and external project communications e.g. regularly updating the Operations Team to ensure alignment across the charity and ensuring the M2C website section on research and clinical trials is up to date, engaging and accurate

Specifically on the PTA service the job holder will:

- act as the point of contact between the NHS PTA team and Make 2nds Count,
- Regularly report progress to the Board
- ensure that patients' needs continue to be met as the role evolves
- facilitate contact within the PTA team, to ensure that learnings are shared, best practice is applied and there is consistency of approach
- review the effectiveness of the service, and look to continually improve it
- support the service as it continues to expand

## Personal Profile

	Essential	Desirable
<b>Skills, Knowledge and Experiences</b>	<ul style="list-style-type: none"> <li>● Knowledge of breast cancer treatments and research</li> <li>● Good project management and organisational skills</li> <li>● Ability to communicate with a variety of stakeholders including clinicians, patients, nurses</li> <li>● Ability to think creatively about solutions to challenges</li> <li>● Good written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>● Nursing experience</li> <li>● Knowledge of how the NHS works</li> <li>● Third sector experience</li> <li>● Public speaking experience</li> </ul>

## General Responsibilities:

- Be a positive ambassador for Make 2nds Count. Adopt a personal style that enhances the reputation of Make 2nds Count and fosters respectful and responsible working relationships.
- To be an enthusiastic and pro-active member of the Make 2nds Count team, with a close involvement in team meetings, projects and forward planning.
- Be flexible within the broad remit of the post.
- To ensure day to day operations such as income monitoring, evaluating and reporting are carried out to a high standard.
- To operate within the policies and procedures set out by the board of trustees.
- To have the highest regard for the principle of confidentiality and at no time disclose confidentiality information in appropriately.

Please send a cover letter and CV to [emma.hall@make2ndscount.co.uk](mailto:emma.hall@make2ndscount.co.uk).

The closing date is Friday 26 November.

For more information, please contact Emma Hall on [emma.hall@make2ndscount.co.uk](mailto:emma.hall@make2ndscount.co.uk) or 0131 357 4811

