**Job description**

**Title:** Senior Research Engagement Officer

**Organisation:** Bliss, the premature and sick baby charity

**Location:** London, SE1

**Salary:** £31,000

**Reports to:** Head of Services

**Terms:** Permanent; full-time (35 hours per week)

**Role description**

**About research at Bliss**

At Bliss we are committed to working in partnership with parents, health professionals and researchers to support and deliver innovations in research and practice that can save vulnerable babies’ lives, improve their long-term quality of life, and raise standards of neonatal care. A core part of Bliss’ strategy is therefore to support research that can tangibly improve outcomes for babies born premature or sick.

**Main purpose of the role**

This role is absolutely key to overseeing the development and delivery of Bliss’ research work; as a standalone research role which covers the following areas:

* Overseeing the Bliss Research Grant Funding Programme, working with our independent Research Panel and grant award recipients to manage and deliver a programme of funded research which improves babies’ lives
* Working with neonatal researchers and professionals to ensure that babies’ and parents’ voices are at the heart of relevant research; specifically through promoting and supporting parental involvement in research
* Directly representing babies’ and parents’ voices and interests to influence the neonatal research field and specific projects; through representing Bliss on relevant research projects and at external networks and events
* Working with Bliss’ Information and Support Team to ensure that our information for parents is evidence-based.

The Senior Research Engagement Officer sits in the Services Department alongside the Information and Support Team and the Healthcare Engagement Team.

**Key responsibilities**

1. To lead on overseeing the Bliss Research Grant Funding Programme, which includes managing all aspects of governance, monitoring, stakeholder engagement, and communication about the programme, as well as supporting our independent Research Panel of parents, health professionals and researchers.
2. To deliver Bliss’ support for neonatal research projects, which includes sourcing and supporting parents to be involved in research, reviewing parent information, and providing advice to researchers on parental involvement.
3. To monitor and manage requests for Bliss to support research, which includes logging and tracking all requests, managing a database of all Bliss-supported research projects, monitoring Bliss’ impact in supported projects to promote and improve our activity, and communicating about research outputs as relevant.
4. To represent Bliss externally on research steering and advisory groups, on relevant national bodies, and at conferences and events.
5. To work with Bliss’ Information and Support Team to support the evidence-basing of Bliss’ information for parents.
6. To monitor, collect and analyse key performance indicators and evaluation of all aspects of our research work.
7. To work with Bliss’ Communications Team to ensure that research is used appropriately in our wider external communications, including media, and to ensure the research section of our website is relevant and up-to-date.
8. To act as an internal resource for neonatal statistics and research, including working with colleagues to develop update a set of core neonatal statistics for internal and external use.
9. To work with the Fundraising Department to develop income streams as appropriate, and ensure that all funders’ reporting requirements are met.
10. To work closely with the Head of Services and colleagues across the organisation to contribute to Bliss’ annual planning cycle as well as in the development of our research work over time; and to perform any other duties as may be reasonably requested.

**Person specification**

**The following are essential:**

* Proven ability to represent service user voice in research
* A relevant / research-based undergraduate or postgraduate degree
* Strong experience of working with service users, with specific knowledge of the principles of effective user involvement in research
* Experience of research management, governance, monitoring and funding processes
* Good project management, monitoring and organisational skills, with a demonstrably methodical approach as well as experience of coordinating several projects at the same time
* Excellent verbal and written communication skills, with experience of effective communication with a range of audiences including volunteers and professionals and the ability to adapt and tailor communications accordingly
* Demonstrable experience of influencing and negotiating with stakeholders, and the ability to work effectively and build relationships with a range of individuals using a high level of professionalism
* To act as an internal resource for neonatal statistics and research, including working with colleagues to develop and update a set of core neonatal statistics for internal and external use.
* Experience of representing an organisation externally and strong presentation skills
* Excellent attention to detail and strong numeracy skills
* Excellent IT skills, trained in MS Office (in particular Excel), as well as competency with databases
* Ability to work independently and using own initiative; and also to work cooperatively as part of a team.

**The following are desirable:**

* Knowledge of maternity / neonatal services
* Experience of working in health-related research
* Knowledge of the UK voluntary sector
* Knowledge of research funding bodies.

**Special conditions**

* Able to demonstrate commitment to the aims and objectives of Bliss
* Willingness to work outside office hours and weekends on occasions, and to undertake regular travel across the UK
* Willingness to undertake further training as and when required.

**About Bliss**

Bliss is the UK charity for premature and sick babies. Our vision is that every baby born premature or sick in the UK has the best chance of survival and quality of life.

We champion the rights of every baby born premature or sick to receive the best care. We achieve this by empowering families, influencing policy and practice, and enabling life changing research. For more information about Bliss, visit **bliss.org.uk**.