

JOB DESCRIPTION

Date: January 2023

Position Title: Research Project Coordinator

Work type: 10 hours per week (0.25 FTE)- Fixed term contract

Location: Flexible

Reports to: CEO

Position responsibilities:

- Development of ENZ research project plan including objectives, activities, timeline, stakeholders, monitoring and evaluation.
- Coordinates internal and external communications for the ENZ research fund.
- Works closely with the Clinical Advisory Committee and CEO to develop research priorities, policies and procedures.
- Writing reports, proposals and presentations for internal and external stakeholders and presenting them as required.
- Identify and research potential funding for the ENZ research fund.
- Collate information into reports or summaries which analyse endometriosis research findings and present them in such a way that a non-expert user would be able to interpret the information.
- Ensure ENZ research is informed and influenced by the views of people from diverse communities, taking into account different experiences.
- Work with the ENZ team to support dissemination of internal and external research opportunities through the website, database, social media and other communication channels.
- Ensure data is gathered for impact reporting and funding purposes.
- Delivery of online research through social media polls, survey monkey surveys, instagram feeds and database engagement.
- Undertake training and development as directed.
- Carry out other tasks and assignments as may be required from time to time.

Key relationships:

Internal

- Staff
- Board
- Clinical Advisory Committee

External

- ENZ membership and followers
- Researchers
- Foundations, grants, philanthropic and individual donors

Other:

- Be aware of and adhere to all ENZ policies and procedures.
- Contribute to the overall efficiency and effectiveness of ENZ.

Finding a way forward with hope and strength.

- Display a high level of initiative, effort, and commitment to ENZ as it seeks to achieve its strategic goals and vision.

PERSON SPECIFICATION

Qualifications:

A relevant tertiary qualification.

Knowledge & experience:

- Proven experience in research, including experience of qualitative and quantitative research techniques
- Knowledge of monitoring and evaluation techniques, tools and implementation
- Experience of producing detailed interim and final reports against project targets and activities for a range of audiences
- Ability to deliver presentations
- Understanding of compliance around Data Protection related to conducting research
- Understanding of endometriosis and women's health
- Experience of translating research findings
- Understanding of the research network within Aotearoa.

Skills:

- Excellent research and project management skills including an ability to manage a variety of tasks and projects at any one time, prioritising and planning work in order to achieve agreed objectives and outcomes on time and within budget
- Effective communication skills including verbal, written and presentation skills and to work collaboratively to achieve individual and organisational goals
- Ability to use IT packages including managing information systems such as Word, Excel, PowerPoint and Outlook and manage databases
- An awareness of equality, diversity and inclusion

Personal attributes:

- Compassionate and patient
- Collaborator who thrives in a small team environment.
- Has an innate sense of social justice and empathy for others.
- Quickly adapts to change.
- Has enthusiasm and creativity.
- Natural advocate.
- Prides themselves on their professionalism.

Other:

- Current driver's license and own reliable car is essential

Finding a way forward with hope and strength.