

Warwickshire Community and Voluntary Action

JOB DESCRIPTION

Post Title:	VCFSE Community Research Engagement Officer – Research Engagement Network (REN)
Responsible To:	Health and Wellbeing Manager
Location:	Hybrid – Home/Office Hybrid, with ability to travel across Coventry and Warwickshire
Hours:	16 hours per week
Duration:	Fixed term post to end of June 2025
Key Partners:	REN Working and Steering Groups (e.g. CWPT, Coventry University, UHCW, VCFSE)

Job Purpose:

The purpose of this role is to provide operational support to CAVA's Health and Wellbeing Manager to support the delivery of the community engagement aspect of the REN Workplan which is identified through the REN Working/Steering Group. The Coventry and Warwickshire REN is currently funded by the National Institute for Health and Care Research (NIHR) and aims to increase opportunities and inclusivity for people (particularly from underserved communities) to take part in research, to tackle health inequalities, and identify ways for researchers to improve the health and wellbeing of people across Coventry and Warwickshire Integrated Care System.

The post holder will be responsible for supporting Working and Steering Group meetings, attending REN events on behalf of CAVA and taking a proactive role in gathering examples of good practice and sharing outcomes and impact with stakeholders. This role will support engagement with communities throughout Coventry and Warwickshire by supporting delivery of in-person engagement events and support the recruitment of, and support related to, Volunteer Community Research Champions who play a vital and central role within this scope of work.

Main Duties and Responsibilities:

- Support organisation and delivery of in-person engagement events for the REN work
- Support the REN Working and Steering Groups with communications and marketing activities with various stakeholders (including with: VCFSEs; potential and existing volunteer Community Research Champions; updates to funders; and for various communication channels of the ICS)
- Support gathering of examples of good practice and presenting these case studies in various formats

Warwickshire Community and Voluntary Action

- Support the team with gathering intelligence, and liaising with VCFSEs about capturing and sharing in an Engagements and Insights Atlas the research opportunities and learnings from across Coventry and Warwickshire
- Champion VCFSEs involvement in using their knowledge and understanding of issues related to addressing inequalities and under-representation, and improving health
- Support the REN with writing monitoring reports
- Circulate relevant material and agendas and take notes from virtual and in-person meetings
- Support the REN with the recruitment, on-going support, training, and organisation of virtual and in-person events for volunteer Community Research Champions
- Attend relevant meetings (in-person and virtually, as appropriate)

General

- Participate in individual supervision sessions with your line manager.
- Attend and contribute to relevant CAVA meetings.
- Undertake relevant training agreed with the line manager.
- Ensure that under-represented groups have access to CAVA services offered by the post.
- Comply with CAVA's work programme, policies and procedures.
- Partake in occasional CAVA events including AGMs and Away Days.
- Undertake additional duties occasionally, commensurate with the grading of this post.

The nature of tasks may vary from time to time but within the levels of responsibility of the post.

Warwickshire Community and Voluntary Action

PERSON SPECIFICATION – VCFSE COMMUNITY RESEARCH ENGAGEMENT OFFICER (REN)

The successful candidate will need to demonstrate:

CRITERIA	E or D = Essential or Desirable	Assessed: A = Application form I = Interview T = Test at Interview		
WORK EXPERIENCE		A	I	T
Providing administrative functions for a group or team	E	√	√	
Recording, collating and the processing of information	E	√	√	
Dealing with telephone, email and face to face enquiries	E	√	√	
Engaging with a wide range of people	E	√	√	
Monitoring and reporting systems (e.g. recording outputs and outcomes to reflect milestone achievements in excel spreadsheets, report writing, case studies, etc.)	D	√	√	
Experience planning meetings and events	D	√	√	
Experience of delivering an event	D	√	√	
Experience of co-ordinating on-going support for volunteers	D	√	√	
Experience of working with the voluntary and community and social enterprise sector	D	√	√	
Experience of working with or supporting communities	D	√	√	
Experience of working with other partners of the Integrated Care System, such as health or academia	D	√	√	
Previous experience in a similar role	D	√	√	
QUALIFICATIONS/KNOWLEDGE				
Knowledge and proficient use of Microsoft 365 (Teams, Outlook, Word, and Excel)	E	√	√	
Understanding of Equality, Diversity and Inclusion and a commitment to being proactive around inequality	E	√	√	
Knowledge of the Voluntary and Community and Social Enterprise Sector	D	√	√	
Knowledge, understanding, and interest in issues of addressing inequalities and under-representation, and improving health	D	√	√	

Warwickshire Community and Voluntary Action

Qualifications relevant to an admin role	D	√	√	
SKILLS AND ABILITIES				
Ability to work on own initiative and work as part of a team	E	√	√	
Strong organisational skills and the ability to plan, prioritise, complete tasks on schedule and manage time effectively	E	√	√	
Ability to keep accurate and clear records	E	√	√	
Good interpersonal skills required to work with a wide range of individuals, organisations and to respond to enquiries	E	√	√	
Good verbal and written communication skills	E	√	√	
Ability to coordinate and deliver successful events for multiple stakeholders	E	√	√	
Flexibility to undertake occasional work out of normal office hours	E	√	√	
Ability to travel across Coventry and Warwickshire	E	√	√	
Ability to relate to a diverse range of people	D	√	√	
Minute taking and meeting admin	D	√	√	

I agree that this 4-page job description and person specification is correct:

Signed: _____

Date: _____