**Skills and Experience Form – Research Coordination Manager**

Please fill out the form, giving examples of your experience where possible. Do not change the margins or font size. You can adjust the size of the text boxes, but please keep this to within 4 pages.

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| **Essential** |
| 1. Experience of developing and implementing research strategy and plans to ensure strategic goals are achieved.
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| 1. Evidence of relationship building, facilitation and influencing with diverse stakeholders in a way that inspires confidence and commitment and encourages ideas and initiative from others.
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| 1. Educated to degree level in a relevant discipline (such as biomedical or life sciences) plus a relevant PhD or equivalent experience of biomedical or clinical research.
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| 1. Proven ability to communicate scientific information in an accessible way and produce high quality, accurate and relevant content for professional, expert or ‘lay’ audiences.
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| 1. Project management skills including monitoring and evaluation.
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| 1. Experience of organising (on and offline) events, workshops, seminars and conferences.
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| 1. Passion for research and its practical application. Keeping on top of new developments in research and acquiring new skills.
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| 1. Understanding how research grants are awarded and managed.
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| 1. Strong planning and prioritisation skills, able to manage a busy and varied schedule and work well under pressure.
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| 1. A flexible and cooperative team player who demonstrates an ability to work effectively and is able to make positive contributions to group work.
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| 1. An international world view and understanding of diverse cultures.
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| 1. Fluent spoken and written English with the ability to communicate effectively at all levels.
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| 1. Prepared to travel internationally occasionally.
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| **Desirable** |
| 1. Knowledge of the issues faced by people with MS.
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| 1. Experience of working in an international organisation.
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| 1. Able to speak languages other than English
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| 1. Experience of checking public health, disability or medical communications for accuracy.
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| 1. Experience of commissioning and managing contracts with consultants.
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