**JOB DESCRIPTION**

**Stakeholder Research and Engagement Network Manager**  
*(NIHR Applied Research Collaboration NWC)*  
**Part-time (29.25 hours)**

Vacancy Ref: A3538

<table>
<thead>
<tr>
<th>Job Title: Stakeholder Research and Engagement Network Manager – (Applied Research Collaboration North West Coast (ARC NWC))</th>
<th>Grade: 7</th>
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<tr>
<td>Department/College: Division of Health Research</td>
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<td>Directly responsible to: EPHC Theme Manager/Neighbourhood Lead for ARC NWC</td>
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<td>Supervisory responsibility for: COREN Commissioned Programme, Organisations and Facilitators</td>
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<td><strong>Other contacts</strong></td>
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<td><strong>Internal:</strong> Lancaster ARC NWC Academic Lead and associated research staff based at Lancaster in particular the Equitable Place Based Health and Care (EPHC) theme team and Methodological and Impact Team. Colleagues within Division, Faculty and University.</td>
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<td><strong>External:</strong> ARC Member organisations including hospital trusts, local authorities and other HEI, Community Research and Engagement Network (COREN) Facilitators and Members; Public Involvement and Engagement Lead and Manager, ARC Theme Leads and Managers; ARC Communications Manager Public Adviser Forum; Voluntary sector across the NW Coast. Local businesses and SMEs, Innovation Agency</td>
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**The Role:**  
**This post will contribute to the ARC NWC collaborative research programme**  
The aim of this post is to contribute to the overall objectives of the NIHR ARCs in supporting the delivery of research and implementation activities across the North West coast to ensure relevance to the needs of patients the public, and our members in our diverse local communities.

Specifically the post holder will:

- Take the lead for collaboration with ARC members, ARC staff and the public in local neighbourhoods and neighbourhood systems to establish and support the co-creation, co-production and delivery of multi sectoral placed based programmes of health research.
- Develop, manage and provide day to day leadership to the Community Research and Engagement Network (COREN). This will involve working with the voluntary sector, members of the public and practitioners, as well as staff from the ARC member organisations.
- Establish relationships and collaborations in the neighbourhoods as identified by the ARC members.
- Contribute to the co-development of a rolling programme of activities to enhance capacity for co-producing with communities and individuals, research and implementation projects in the wider ARC NWC programme.
- Contribute to academic outputs for example by preparing conference abstracts, presentations and posters, the submission of new grant applications, as well as interim/annual/final project reports.

**Major Duties:**
- Supporting the ARC NWC Neighbourhood Lead in developing and managing the Community Research and Engagement Network (COREN), including being her representative in the localities as required.
- Developing ideas for research and contributing to the preparation of research focused on upstream social determinants of population health and/or integrated health and social care
- Growing the membership of the network, year on year.
- Being the first point of contact for enquiries relating to COREN. Dealing with operational problems as they arise.
- Work with PPIE Lead and Manager to enhance the work of the ARC Adviser Forum
- Actively and positively promoting the COREN and ARC NWC in all outside contacts.
- Liaising with the relevant staff of member organisations and Public Advisers to ensure their engagement in the programme of work.
- Work with the Communications Manager to disseminate the work of the public and communities involved in ARC.
- Day to day operational management of the COREN including:
  - Coordinating relevant meetings/events
  - Supporting delivery of training and development opportunities
  - Sharing learning for neighbourhood-based work that the COREN is involved in
  - Contribution to the Place Based communication plan.
  - Management of the COREN facilitators
  - Management of COREN budget
  - Content management of website

- Undertake any other duties as required by Head of Division, ARC Neighbourhood Lead or nominated representative.