

## Research Manager

**Accountable to:** Chair of the board of Trustees

**Purpose:** Student Minds are increasingly working with academics in Higher Education. The charity is working to support the establishment of a research network to focus on student mental health. The Research Manager will lead on the coordination and development of this network.

**Start date:** 1<sup>st</sup> October 2018.

**Working Pattern:** This is a full-time post based in London.

**Period of appointment:** Fixed-Term contract for 3 years.

**Remuneration:** Between £28-32K, plus £2,923 London Weighting Allowance per annum, depending on relevant skills and experience.

**Please note, this is a temporary, preliminary advert, circulated while final details for the role are being confirmed with partner organisations. The description provided here is an overview for how we expect the role to look. For further details and more up-to-date information, please contact [nicola@studentminds.org.uk](mailto:nicola@studentminds.org.uk).**

## About Student Minds

Over the last 8 years Student Minds have worked with 70+ universities to deliver a range of student-led peer support courses and staff-run workshops. Existing peer-led interventions include Positive Minds (for student experiencing low mood), Motivate Me (for students with eating difficulties) and Supporting Supporters for Self-Harm or Eating Disorders (workshops designed for students involved in a fellow student's care). Since 2015 we have delivered the staff-run 'Look After Your Mate' and 'Mental Health in Sport' programmes whereby staff are trained to deliver workshops to students on their campuses, and in 2016 we piloted training with frontline accommodation staff. This year we announced plans to launch a charter mark for mental health in Higher Education, this project has the backing of the Office of Students and Universities UK, and will provide a concrete step towards raising standards of mental health in Higher Education across the UK.

## A research network,

Our vision is to change the Higher Education experience for all students and realise the ambition of an education system that supports students to thrive. The aim of the network is to build a comprehensive understanding of student mental health, to support a more strategic approach to mental health across the Higher Education sector. This work will support a number of initiatives at Student Minds, including the development of a new national Charter Mark for mental health in higher education.

The network will bring together a diverse range of expertise, including researchers and stakeholders (including students, educators, support services, clinicians and higher education leaders), to build national capacity to address the research gap around mental health in Higher Education.

The Research Manager will have responsibility for coordinating and developing the network. He/she will support researchers across the UK to engage with the network and organise network events.

With Student Mind's expertise and experience in student engagement, we want to build in a substantive focus on students through this network. The network will support and develop a student research team and support the team to work on a range of research projects, contribute to decision making across the network and lead two research conferences. The manager will take a leading role in recruitment, training and supporting this team across the duration of the project.

## Role profile

- Support development and coordination of the network, proactively encouraging active engagement from a diverse range of researchers and key stakeholder from across the Higher Education sector.
- Develop and maintain an active website and social media presence, including video and audio interviews and recordings, to promote the network and encourage engagement.
- Organise and deliver successful research events, including workshops and conferences.
- Support and develop a Student-led Research Team, coordinating recruitment and training for the team, organising team days and workshop engagement and supporting the organisation of national student-led conferences.
- Provide ongoing research support and advice for the Student-led Research Team.
- Provide ongoing administrative support for the researchers involved in the network.
- Stay up to date with research developments in the area of student mental health.
- Support the development of specific research projects, providing support with administration, coordination, data entry and basic data processing.
- Attend network meetings, workshops and sandpit events, taking minutes where relevant.
- Represent the network at conferences and stakeholder events, as appropriate.
- Any other duties as appropriate to the role and grade.

## Person Specification;

Criteria	Essential	Desirable
Good first degree in subject providing skills and experience of value to understanding mental health in a higher education context (2:1 or above)	x	
Ability to work with and coordinate a large team	X	
Exceptional organisational and time management skills. A proven record organising and delivering on projects, familiar with project management tools and techniques	X	
Ability to prioritise own workload and manage competing deadlines and demands	X	
Excellent relationship management skills, with experience in managing programmes involving collaboration with multiple stakeholders	X	
Excellent written and oral communication skills	X	
Good digital skills, including proficient use of Microsoft Office (Word and Excel) and basic website development.	X	
Excellent numerical skills	X	
Excellent attention to detail and high level of accuracy	X	
Understanding of research ethics		X
Experience in delivering and facilitating engaging training sessions	X	
Experience organising large events, preferably conferences, and managing event logistics	X	
Experience managing projects	X	
Professional experience of working in youth engagement / supporting youth leadership	X	
Experience supporting and enabling volunteers		X
Experience managing budgets and basic office accounting		X
Professional experience using social media		X
Experience in writing research project proposals		X
Experience working independently and managing a varied workload with conflicting priorities	X	
Ability to work both independently and collaboratively with a team	X	
Proactive, patient and flexible attitude; ability to act on personal initiative and take responsibility for own work	X	
Willingness to keep an open mind about issues relating to mental health	X	
Willingness and ability to learn new skills	X	
Interest and experience in projects relating to mental health and education	X	



**Student Minds**  
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## Application Process

This is a temporary, preliminary advert, the application process is still being confirmed.

The deadline for applications will be **Thursday 20<sup>th</sup> September 2018 at 5PM.**

You should expect to hear back from the recruitment team, regarding shortlisting, on Friday the 21<sup>st</sup> September and interviews will take place in London on **Wednesday 26<sup>th</sup> September 2018.**

**For an informal discussion or to find out more about the role, please contact:**  
[nicola@studentminds.org.uk](mailto:nicola@studentminds.org.uk).