

JOB DESCRIPTION

Job Details	
Job Title:	Project Manager NIHR-Supported Incubator in Palliative and End of Life Care
Band:	£23.14 per hour (£45,256.00 FTE)
Department:	Education and Research
Directorate:	Patient and Family Services
Reporting to:	Incubator co-Leads
Location	Hybrid working, with office base at Winsley

Job Summary / Main Purpose:

The Project Manager for the NIHR-Supported Incubator in Palliative and End of Life Care will oversee the delivery and management of this national initiative, working closely with the two co-Leads for the Incubator.

The post holder will lead on designing and implementing strategies to enhance capacity and capability in palliative and end-of-life care research. They will work closely with stakeholders to ensure the Incubator's objectives are met, maintaining robust communication and governance frameworks.

You will be expected to work proactively, and use your initiative and planning skills to set your own priorities to ensure progress is maintained as expected, identify any issue and propose solutions.

Principal Duties and Responsibilities

1. Project Delivery

- Designing and executing detailed plans to deliver the Incubator project. This will include:
 - designing national surveys and facilitating workshops;
 - co-designing resources responsive to identified needs of the Incubator members;
 - planning and executing an implementation strategy for co-designed resources;
 - carrying out project planning activities;

- milestone tracking/key performance indicator tracking;
- Developing and implementing an evaluation plan for Incubator activities.
- Work with the co-Leads, steering committee, subgroups and network members to pursue further income for the Incubator.

2. Project Management

- Act as the first point of contact for Incubator steering group, subgroups and members for all matters concerning the Incubator;
- organise and co-ordinate all relevant project meetings e.g. launch meetings, Steering Committee, subgroup and network meetings.
- Manage communication activities of the project via email, teleconference, website and social media with Steering committee members, as well as the public and patients as appropriate.
- Build relationships with key external stakeholders to fully deliver on expected Incubator impacts (scientific, clinical, economic, societal).
- Collate and report documentary evidence of impact to measure the success of the project.
- Liaise with the NIHR central Incubator team and other Incubator managers, to establish good operating practices for financial management, and produce reports on behalf of the Steering Committee e.g. interim progress reports, financial reports and deliverables.
- Pro-actively build networks and collaborations.

3. Knowledge Exchange and Networking

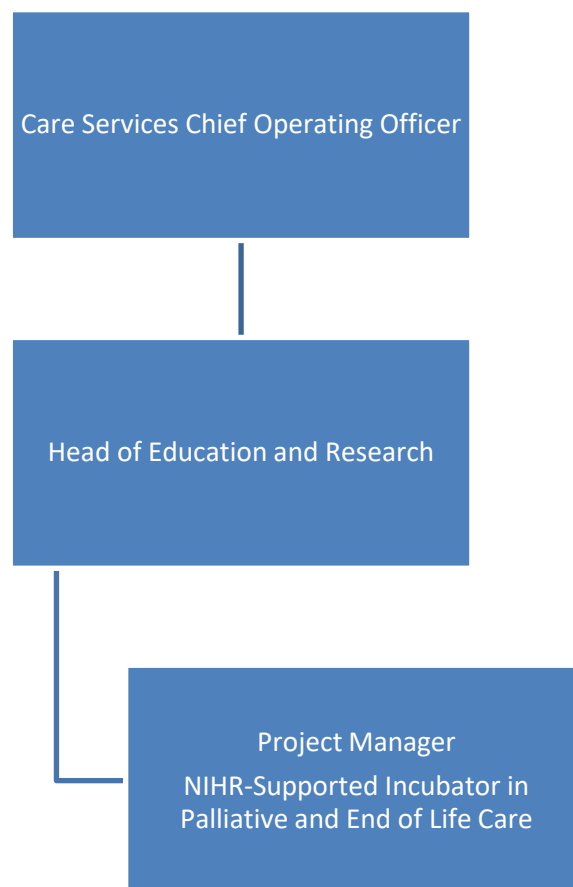
- Network and contribute to developing and maintaining awareness of the Incubator for Palliative Care professionals. Activities will likely include:
 - Maintenance of the Incubator's website
 - Managing social media activity
 - Proactively communicating to optimise Incubator awareness in key organisations and by identifying conferences or talk opportunities to support the Incubator. Ensuring effectiveness through the creation of newsletters, social media posts and emails with consistent messaging
- Building and maintaining relationships with a wide range of stakeholders across the palliative and end of life care community; including but not exclusively national representative bodies, Higher Education Institutes; NHS trusts, Hospices and charitable organisations in acute, community and primary care.
- Work as a member of the Dorothy House Research Team, supporting activities in the Department as

required.

4. Planning and Organising

- Liaise closely with Incubator co-leads and Incubator Steering committee and subgroup members.
- Regular interaction with Incubator stakeholders.
- Attending meetings as required by the demands of the programme and organisation.
- Liaise closely with Dorothy House colleagues (e.g. Finance, Comms and Marketing) to optimise performance and delivery of the Incubator.

Structure Chart



Contacts

- Incubator members
- Steering Group members
- NIHR
- National Palliative Care Research Representative Bodies
- NHS, Hospices and University Research Leaders

- External stakeholders, including patient groups, and charities

Special Note

This job description does not form a part of the contract of employment but indicates how that contract should be performed. The job description will be subject to amendment in the light of experience and in consultation with the post holder.

No Smoking Policy

Dorothy House operates a No Smoking Policy for all staff, volunteers and visitors in relation to promoting health. It applies to the Hospice premises and grounds at Winsley, all Dorothy House shops and when staff are on duty in patients' homes.

Confidentiality

All of the work relating to patients, carers, donors, staff and volunteers and any other information gained are of a confidential nature and must not be communicated to other persons except in the course of duty.

Safeguarding

Dorothy House is committed to promoting the wellbeing of all adults and children who use our services, ensuring that they live a life that is free from harm, abuse and neglect. We work in an open and transparent way and encourage staff, volunteers, patients and families to raise any safeguarding concerns. All staff should ensure that they are aware of their responsibilities and attend the mandatory training as required.

Health and Safety at Work Act

It is the responsibility of all employees to ensure that the requirements of the Health and Safety at Work Act are complied with safe working practices are adhered to and that hazards are observed and reported to the appropriate office.

Person Specification –

*Post holder should have the ability work flexibly, including occasional evenings and weekends as required. As well as have willingness to travel to national meetings and events as required.

Criteria	Essential	Desirable
Degree-level qualification or equivalent professional experience in healthcare / research.	X	
Masters-level qualification or equivalent professional experience in healthcare research.		X
Proven experience in project management and delivering complex, multi-stakeholder initiatives.	X	
Proven experience of working autonomously and setting own priorities to ensure progress is maintained as expected.	X	
Proficiency in survey design and data analysis	X	
Experience in healthcare research capacity building.		X
Experience in grant writing and funding applications		X
Experience of developing effective working relationships with colleagues both within a department, institution-wide and externally.	X	
Experience in facilitating group discussions		X
Strong IT skills, including proficiency with Microsoft 365 and social media platforms.	X	
Outstanding written and verbal communication skills, with the ability to engage diverse audiences.	X	
Excellent organisational skills, with the ability to manage multiple deadlines and competing priorities.	X	



NIHR-Supported Incubator in Palliative and End of Life Care

This new NIHR Incubator is currently in the six-month set up phase, and launches in July 2025. It is funded for three years.

This Incubator aims to catalyse a step-change in adult and children's Palliative and End of life Care (PEoLC) research capacity.

We will stimulate, inspire, and support health and social care professionals and researchers, especially in professional, geographic and ethnic under-represented groups, conducting research in any care setting (acute, primary, community, residential (including hospices)) by:

- developing new, and enhancing existing opportunities to network, collaborate and learn for those pursuing research and clinical research careers;
- providing and sign-posting to career support, knowledge exchange and mentorship activities;
- embedding excellence in research of Patient and Public Involvement, and Equality Diversity and Inclusivity.
- building inclusive and diverse communities of research leadership between academic and clinical settings which will continue the Incubator's work.

Whilst our main focus is on developing (and retaining) early and mid-career researchers, our membership and events will be inclusive of practitioners who wish to be research collaborators, and public contributor researchers, including those from socio-economically deprived and ethnically diverse communities.

Measurable outcomes will include membership numbers and diversity; engagement in Incubator activity and mentorship; number of research training and fellowship applications and new research collaborations.

Stakeholders include: established and aspiring clinical and academic researchers; Public Contributors; professional organisations; charities; and membership groups focusing on research in PEoLC for adults and children.

The NIHR-Supported Incubator in Palliative and End of Life Care is co-lead by Professors Christina Faull and Candy McCabe. A Steering Group of key stakeholders will help steer the Incubator's strategy, investment and activities. Four Steering group sub-groups will focus on equality, diversity and inclusivity (EDI); communications and promotion; training and development; coordination of collaborative grant applications.

For more information on NIHR Incubators:

<https://www.nihr.ac.uk/careerdevelopment/research-career-funding-programmes/supporting-careerdevelopment/incubators>

Dorothy House Hospice Care is the only adult hospice in our community offering palliative and end of life care. We look after anyone aged 18+ with a progressive, treatable but not curable life-limiting illness or with severe frailty, and also their family (including children) and carers. We were founded in 1976, cover a catchment of approximately 800sq miles, with a population of around 593,000 people, across Bath & North East Somerset (B&NES) and parts of Wiltshire and Somerset.

Our services provide physical, emotional, psychological, spiritual and practical support to those who need us. We're available day and night to ensure that our communities have the right care, at the right time.

Our services are offered totally free of charge, either at our site in Winsley which includes a 10 bed Inpatient Unit, or out in homes and community settings – where more than 90% of our care happens.

We look after more than 3,000 patients, and 1,000 friends/family members each year, but estimate that is only just over half of the people in our population with a palliative care need.