

JOB DESCRIPTION

Job Title: Project Manager – Preventing mental health issues in ethnically diverse youth: A feasibility pilot study (PRIMA)	Band 7: £38,784 to £43,482 per annum <i>Opportunity to progress to £47,389 subject to performance and the university reward scheme</i>
School: School of Nursing & Midwifery	
Department: Nursing	
Reporting directly to: Dr Helena Tuomainen, Principal Investigator (PI)	
Supervisory responsibility for: n/a	
Other Contacts Internal: academic and professional services colleagues across the University of Worcester External: partners of the PRIMA study	
Overview of the post The Project Manager forms a part of the 24-month PRIMA (Preventing mental health issues in ethnically diverse youth: A feasibility pilot) study, which focuses on implementing a co-designed integrated intervention for youth (aged 11-14) and parents with the aim to address youth mental health. The intervention (which has already been co-designed but will be finalised during the first 5 months of PRIMA) will be delivered in schools (and possibly in other community settings) in diverse cities in England - Tower Hamlets, Birmingham, and Manchester. The study is funded by the National Institute for Health and Care Research (NIHR). The Project Manager will be responsible for the day-to-day management and coordination of the study across all sites, ensuring effective delivery of project objectives, milestones, timelines, budgets, governance requirements and reporting obligations. They will act as a central point of coordination between the research team, partner organisations, schools, intervention delivery teams, and Patient and Public Involvement (PPI) contributors. A key aspect of the role will be to serve as the primary liaison for the study's PPI members, supporting meaningful involvement throughout the project lifecycle, facilitating communication between PPI contributors and the research team, and ensuring that PPI perspectives inform project delivery, decision-making and dissemination activities. The Project Manager will form part of the core study team, working closely with the Principal Investigators (PIs), Research Coordinators, co-investigators, community partners and PPI representatives. They will contribute to the development of study outputs and ensure that project activities are delivered to a high standard and in accordance with funder and regulatory requirements. The Project Manager will report to the Principal Investigator, Dr Helena Tuomainen. Main Duties*: Project Management and Coordination • Lead the day-to-day management and coordination of the PRIMA study, ensuring project objectives, milestones, deliverables and timelines are achieved. • Develop, maintain and monitor project plans, risk registers, action logs and project documentation. • Organise and support project meetings, steering group meetings, advisory group meetings and workshops, including preparation of agendas, minutes and follow-up actions. • Support the coordination of activities across study sites in Birmingham, Manchester and London, ensuring effective communication and collaboration between partners.	



- Monitor project progress and identify, escalate and address risks, issues and delays where appropriate.
- Support the preparation and submission of project reports to the funder and other stakeholders.
- Support the financial management of the project by coordinating payments, contracts and reimbursements for schools, community partners, PPI contributors and other stakeholders; monitoring travel and project expenditure against budget; maintaining appropriate records; and liaising with University finance teams to ensure compliance with NIHR and University financial procedures.
- Ensure compliance with relevant governance, regulatory, ethical and data management requirements.

Patient and Public Involvement (PPI)

- Act as the primary point of contact and liaison for all PPI contributors involved in the study.
- Coordinate and support PPI activities throughout the project, ensuring meaningful and inclusive involvement in study design, implementation, evaluation and dissemination.
- Organise and facilitate PPI meetings, workshops and engagement activities.
- Support communication between PPI contributors and other team members, ensuring that PPI perspectives are represented and acted upon.
- Coordinate reimbursement, training, support and administrative processes for PPI contributors in accordance with University and NIHR guidance.
- Maintain records of PPI activities and contribute to reporting on PPI impact and involvement.

Research Support and Study Delivery

- Support the coordination of research activities across study sites, working closely with the PIs, Research Coordinators and wider research team.
- Support the preparation, production and submission of documentation required for ethical approvals, amendments and governance processes.
- Oversee study documentation and ensure appropriate systems are in place for data collection, data management and study monitoring.
- Support the liaison with schools, community-based organisations and other delivery partners involved in the implementation of the intervention.

Delivering a Quality Service

- Demonstrate excellent organisational, communication, stakeholder management and interpersonal skills.
- Prioritise, organise and manage a complex workload effectively, ensuring high standards of quality and adherence to deadlines.
- Demonstrate initiative, problem-solving ability and a proactive approach to project management.
- Demonstrate a strong commitment to maintaining confidentiality and handling sensitive information appropriately.
- Build and maintain effective working relationships with internal and external stakeholders, including schools, community organisations and PPI contributors.
- Take appropriate steps to ensure and enhance personal health, safety and wellbeing.
- Carry out duties in a manner that promotes equality, diversity and inclusion and supports the University's commitment to environmentally sustainable ways of working.

*The list does not represent an exhaustive list of duties associated with this role.