

PERSON SPECIFICATION
Research Fellow - Preventing mental health issues in ethnically diverse youth: A feasibility pilot study (PRIMA)

Criteria	Essential/ Desirable	Application Form (A) / Supporting Statement (S) / Interview (I)
Qualifications		
1. Degree in a relevant area <i>or</i> equivalent professional experience of research.	Essential	A
2. Experience of project management, research management or public engagement.	Essential	A
3. Qualification or training in project management (e.g. PRINCE2, APM, Agile or equivalent).	Desirable	A
Experience/Knowledge		
4. Experience of coordinating and managing complex projects involving multiple stakeholders and workstreams.	Essential	A / S / I
5. Experience of working within research, healthcare, education, community or voluntary sector settings.	Essential	A / S / I
6. Experience of engaging and working effectively with a range of stakeholders, including young people, families, schools, community organisations and/or public contributors.	Essential	A / S / I
7. Experience of coordinating meetings, workshops, events or engagement activities.	Essential	A / S / I
8. Experience of supporting project governance processes, reporting requirements and record keeping.	Essential	A / S / I
9. Experience of managing administrative and financial processes, including coordinating payments, reimbursements, budgets or expenditure monitoring.	Essential	A / S / I
10. Understanding of Patient and Public Involvement (PPI) principles and approaches, and the value of involving public contributors in research and service development.	Essential	A / S / I
11. Experience of coordinating Patient and Public Involvement (PPI) activities.	Desirable	A / S / I

12. Experience of working with ethnically diverse communities and with children, young people and families.	Desirable	A / S / I
13. Experience of contributing to project reports, dissemination activities or publications.	Desirable	A / S / I
Skills/Abilities		
14. Excellent project management and organisational skills, with the ability to coordinate multiple priorities and meet deadlines.	Essential	S / I
15. Excellent communication skills, both written and verbal, with the ability to communicate effectively with a wide range of stakeholders.	Essential	S / I
16. Excellent stakeholder engagement and relationship-management skills.	Essential	S / I
17. Ability to organise and facilitate meetings, workshops and engagement activities.	Essential	S / I
18. Ability to work independently and collaboratively, as part of a multidisciplinary team.	Essential	S / I
19. Strong problem-solving skills and the ability to identify and manage project risks and issues.	Essential	S / I
20. Proficiency in Microsoft Office applications, including Word, Excel, Outlook and Teams, and experience of maintaining project documentation and records.	Essential	S / I
Other		
21. Flexible and professional approach to work	Essential	I
22. Willingness and ability to travel to study sites and partner organisations as required.	Essential	I
23. The ability to meet UK 'right to work' requirements.	Essential	A

- Application Form – assessed against the application form and where appropriate, curriculum vitae. Applicants will not be asked to answer a specific supporting statement. Normally used to evaluate factual evidence e.g. award of a qualification. Will be “scored” as part of the shortlisting process.
- Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation, or teaching session etc.