



Research Coordinator

Can you provide high quality and comprehensive administrative and business support to the UKKA, with a focus on Renal Registry Research and Audit workstreams?

Salary: £32,500-£36,700
Contract: Permanent
Hours: Full time (part time applications will be considered); flexible working
Location: Bristol / remote working is supported

The Job:

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK kidney community. This new research administrator position will provide professional and proactive support to the Senior Project Manager (Research and operations), Director of Research, and the research and audit workflows.

The person:

- Excellent administrative and business support skills, preferably gained in a clinical, academic and/or research environment
- Proactive, autonomous and disciplined
- Adept at juggling deadlines and workstreams
- Exceptional written and verbal communication, and interpersonal skills
- Committed to and motivated by customer service

Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

How to apply:

For further information on the role or to apply please email Jennifer.barwell@ukkidney.org. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

*Please note, your application **will not** be considered unless you submit a covering letter.*

Closing date: 9am Tuesday 28th May 2024

Interviews to be held Thursday 20th June 2024