

Regional Engagement Manager

Salary band	Manager	Salary	£41,000-£43,000
Department	Communications and Engagement	Work location	41 Portland Place, London, however staff are currently working remotely with no expectation to return 5 days a week
Reports to	Head of Engagement	Direct reports	NA
Role duration	24 months fixed term, with potential to extend subject to funding	Last updated	22/07/21

The organisation

The Academy's core mission is to advance biomedical and health research and its translation into benefits for society. We are working to secure a future in which:

- UK and global health is improved by the best research
- The UK leads the world in biomedical and health research, and is renowned for the quality of its research outputs, talent and collaborations.
- Independent, high quality medical science advice informs the decisions that affect society.
- More people have a say in the future of health and research.

The Academy's 1368 Fellows have been elected on the basis of outstanding contributions to a range of scientific fields, and are drawn from universities, hospitals, general practice, industry and the public service. Our Fellows are central to all we do. It is their talent and expertise that ensures we can bring authoritative opinion and practical guidance to complex issues in medical science and healthcare.

Established in 1998 as an expert body to deal with issues at the interface of medical science and healthcare, the Academy is part of the national academies group, alongside the Royal Society, British Academy, and the Royal Academy of Engineering. We are governed by a Council of 21 Fellows, including 6 Honorary Officers who provide strategic advice and oversight. Professor Sir Robert Lechler FMedSci is the current President.

The Academy is:

- An elected Fellowship of the UK's best biomedical and health researchers
- An independent source of evidence-based and expert advice

- Connected to, and respected by, decision makers
- Focused on realising cross-disciplinary opportunities across academia, industry and healthcare.
- Committed to improving and celebrating diversity - in all its forms - in the biomedical and health research community
- Global in outlook, reach and influence
- Catalytic, inclusive and accessible in our approach
- Responsive to change and innovative in our solutions
- Adept at maximising our impact through partnership working

We seek to advance UK and global biomedical and health research through five strategic challenges (as set out in our 2017-22 strategy):

- 1. To harness our expertise and convening power to tackle the biggest scientific and health challenges and opportunities facing our society.**
- 2. To lead innovation in the development of research talent through funding and careers support.**
- 3. To achieve influence and impact beyond the UK to improve health and well-being.**
- 4. To become the exemplar of a 'modern scientific academy' – diverse, trusted, dynamic, relevant and accessible.**
- 5. To enhance the Academy's delivery capability, making sure we have the Fellows, staff, partners, resources and influence to make an even greater contribution to the UK and beyond.**

The Fellowship is served by a team of 53 staff.

The role

The **Regional Engagement Manager** is responsible for managing the development, delivery and evaluation of the Academy's regional engagement programme. The postholder is required to connect and support colleagues across the organisation to promote the Academy's work and engage with a wide range of communities across the UK.

The post holder will co-ordinate new and existing activities with the aim of bringing together the Academy's Fellowship, grant awardees and wider stakeholders to build responsive and innovative networks across the UK, primarily through the development of localised regional cabinets.

Key tasks and responsibilities

People and programme management

- Connect colleagues across the organisation to develop and manage the delivery of a new regional engagement programme of activities for the Academy.

- Build new regional cabinets that can promote and shape the Academy's work, and that include individuals from academia, industry, healthcare, local services, and public and patient communities.
- Support the Academy's Regional Champions, their activities, and their relationship with the Academy and beyond.
- Set up systems to monitor and evaluate regional engagement activities.
- Ensure the Academy's regional activities are represented through website content, social media, and traditional communications channels. Use digital communication tools to engage existing groups and connect with new audiences.
- Work with colleagues from across the Academy to increase Fellowship nominations, funding applications, fundraising support and programme participants from underrepresented areas of the UK.
- Contribute to papers and presentations updating Council and Officers on regional engagement activities.
- Line management of interns, placement students and temporary staff working on regional engagement projects.

Project and supplier management

- Manage delivery of tendering and selection processes to identify contractors for regional engagement events and activities delivered by external agencies.
- Manage liaison with contractors, monitor timelines, reporting and delivery against project milestones.

Relationship building

- Work closely with colleagues from policy and career development teams to ensure synergy and alignment in regional activities including through the FORUM programme, and a new mobility grant scheme for researchers.
- Research and cultivate relationships with relevant individuals, organisations and networks to strengthen the Academy's connections and reputation across the UK. Develop mechanisms to hear from and talk to new audiences.
- Represent the Academy at external meetings and deputise for the Head of Engagement as required.

Finance and fundraising

- Set and manage budgets for regional engagement events and projects.
- Lead on the development of funding applications to support regional engagement projects as needed.

Diversity and inclusion

- Champion diversity and inclusion across the Academy's regional engagement activities.
- Identify non-traditional or underserved audiences for regional engagement activities where appropriate, and ensure regional engagement activities promote diversity and inclusivity.

Wellbeing

- Be a role model for good work life balance and healthy working practices and support others in the team to do the same.

Person specification: Regional Engagement Manager

		ESSENTIAL	DESIRABLE	LIKELY TO BE ASSESSED BY; I - Interview AF - Application form T - Test
	EDUCATION, QUALIFICATIONS, KNOWLEDGE			
1	Degree or equivalent experience in science or communications	✓		AF & I
2	Postgraduate qualification in science communication		✓	AF
3	Commitment to the goals of the Academy	✓		AF & I
4	Knowledge of UK academia, industry or healthcare landscape		✓	AF & I
	TECHNICAL SKILLS			
5	Project management	✓		AF & I
6	Presentation skills and networking	✓		AF & I
7	Stakeholder identification and management		✓	I
8	Content writing for web and social media		✓	AF & I
	EXPERIENCE			
9	Experience in a similar regional focussed role	✓		AF & I
10	Developing and delivering events	✓		AF
	Working with a wide range of internal and external contacts	✓		AF & I
	Membership or community engagement		✓	AF & I
	COMPETENCES			

1	<p>Focussed Achievement, Initiative & Drive.</p> <ul style="list-style-type: none"> Creates an environment which encourages and empowers others to think of new and individual ideas, in line with team and Academy objectives Actively shares the learning from successes and mistakes to improve process and performance 	✓		
2	<p>Decision Making/Judgement</p> <p><i>Making informed decisions & exercising professional judgement</i></p>	✓		
3	<p>Communicating & influencing</p> <ul style="list-style-type: none"> Demonstrates skill in adapting communication style to reflect the audience, content or situation Confident in representing and promoting the image of the team and the Academy in internal and/or external arenas 	✓		
4	<p>Working Together & Developing Relationships</p> <ul style="list-style-type: none"> Builds and maintains positive relationships with others, in order to gain co-operation, overcome objections and progress objectives Plays an active role within own or nominated teams and encourages others to participate, builds on and supports their contribution 	✓		
5	<p>Personal Effectiveness</p> <ul style="list-style-type: none"> Willingly provides specialist or technical knowledge to support others in their roles 	✓		

6	<p>Leadership and People Management</p> <ul style="list-style-type: none">• Is approachable and invests time to provide support and training for team members• Encourages a culture that recognises and values diversity			
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