

**DIABETES UK**  
KNOW DIABETES. FIGHT DIABETES.



**PROJECT MANAGER: DIABETES  
RESEARCH STEERING GROUPS**

# WHO WE ARE

**For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.**

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

**Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.**



# JOB DESCRIPTION

**Role title:** Project Assistant: Diabetes Research Steering Groups

**Contract type:** 6 months fixed term

**Hours:** 21 hours per week

**Band:** 6

**Key relationships (internal and external):** Research Funding and Research Communications Teams, Involvement Team, Policy and Care Improvement Directorate, Regional Diabetes UK Offices, Volunteer and Operations Team, Diabetes Research Steering Group members, the wider diabetes research and healthcare ecosystem, volunteers, other funding organisations and diabetes community groups

**Key focus of the role:** Providing administrative support to the Diabetes Research Steering Groups (DRSGs) initiative which brings researchers, people with diabetes and healthcare professionals together to identify research priorities to advance our understanding of diabetes and address unmet needs.

## Directorate and team

This role sits in the [Diabetes Research Steering Group Team](#) in the [Research Directorate](#)

### Department



## Main responsibilities

To provide administrative support to the Research Manager and Research Officer in the undertaking of the Diabetes Research Steering Group (DRSGs) programme of work. Be responsible for organising the key meetings for DRSG activities, working with key stakeholders to ensure that all administrative aspects of the groups run smoothly and efficiently.

## Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience, and behaviours you need to be successful in this role (the How)

### You will:

1. Ensure that DRSG activities are organised and delivered on time and to a high quality.
2. With the Research Officer, oversee the DRSG team plan, including allocating and monitoring actions and tracking delivery against milestones,
3. Support the Research Manager and Research Officer to deliver DRSG Workshops and other additional meetings
4. Communicate with stakeholders, both internal and external, to engage them with the work of the DRSGs
5. Work closely with the DRSG Research Officer to develop and manage meaningful lived experience involvement across the DRSGs

### You will have experience in:

1. Experience in providing administrative support.
2. Experience in working with project management tools.
3. Experience of organising and facilitating meetings, events, workshops, or similar
4. Experience of managing multiple dynamic workstreams

**You will have skills in:**

1. You will show excellent organisational skills and adaptability when completing tasks
2. You will have skills in monitoring actions, seeking connections between information and understanding how issues might affect key deliverables
3. You will demonstrate a planned approach to work projects
4. You will have the ability to build strong interpersonal relationships with a wide range of people

**You will have knowledge:**

1. Knowledge of Project Management principles or similar tools
2. Knowledge of diabetes and healthcare is desirable but not essential
3. Knowledge of the research landscape is desirable but not essential

**The best person for this job will be (behaviours):**

1. Able to communicate clearly with others in a way that shows you are aware of their needs and preferences
2. Proactive and able to take the initiative to trouble shoot where necessary in a timely manner
3. Flexible in their approach, a team player, and able to work independently
4. Be willing to build their knowledge of the diabetes research landscape

**Qualifications/professional membership (if applicable):**

N/A

# BENEFITS

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with the benefits we offer you.



## **Annual Leave**

We want to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



## **Connected Working**

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



## **Pension**

We enrol everyone into our pension, and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



## **Healthcare**

Our cash healthcare plan allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



## **Learning and Development**

We help you to continually develop and achieve your careers goals, including offering a wide range of training, which happens throughout the year.



## **Gym membership**

We have a gym membership discount through our cash healthcare provider. You can use this at a wide variety of gyms around the UK.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

