

RESEARCH STEERING & INVOLVEMENT COORDINATOR



DiABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
THAMES PATH

DIABETES UK
FROM CHAMPION. FIGHT DIABETES.

WHO WE ARE

We are Diabetes UK and it's our mission to tackle diabetes, day in and day out, until it can do no harm. One in five adults in the UK are living with diabetes or prediabetes, and we're determined to change that. Join us and together we can change the future of diabetes.

For the last 90 years, we'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.

We're committed to preventing diabetes where possible, improving daily life for those living with it, and ultimately finding a cure. We're also focused on tackling stigma and reducing inequalities faced by people at risk or living with diabetes.

We've got some really ambitious goals over the next few years and we're looking for people who share our ambition to help us stop the harm diabetes causes.

We can't do any of this without you.

Our 2026 -2030 strategy commits us to 3 ambitious outcomes: Prevention and Cure, Everyone included and Living Well with Diabetes. To read more about our strategy please click here [DUK-Strategy-2026-2030-compressed.pdf](#)

At Diabetes UK, we live and breathe our values:

We put people first – We recognise that people are individuals with different preferences, circumstances and needs. We collaborate with others, listen carefully and keep commitments.

We make change happen – We are ambitious to drive change with and for people living with diabetes. We challenge constructively if needed.

We're driven to know more – We find ways to share knowledge and insights with colleagues and take advantage of learning opportunities across the charity.

We keep things simple – Diabetes is complicated enough.

If these values resonate with you, we'd love to hear from you.



Colette Marshall

Colette Marshall
Chief Executive

JOB DESCRIPTION

Role title: Research Steering and Involvement Coordinator

Contract type: Permanent

Hours: 35hr/week

Location: London

Salary: £30,804

Role reports to: Steven Parks (Research Manager)

Key relationships (internal and external):

Internal: Research Funding Team, Research Communications Team, Involvement Team, Volunteer Team, Policy Team, Grants Advisory Panel (GAP).

External: DRSG members, peer reviewers, wider diabetes research and healthcare ecosystem, volunteers, funding organisations, diabetes community groups.

Key focus of the role:

This role provides operational coordination and administrative support for the Diabetes Research Steering Groups (DRSGs) and their cross-group activities. You will be responsible for ensuring the smooth day-to-day running of the groups, managing shared inboxes, coordinating meetings, preparing papers and agendas, recording key discussions and actions, and building effective relationships with members.

Alongside these core responsibilities, you will play an active role in supporting the continued development of the DRSG model, co-facilitating discussions, helping members contribute effectively, and capturing insights, outputs and impact from group activities. You will support projects that span multiple groups and help ensure actions are progressed and communicated effectively.

The role also supports the wider research funding process, including identifying and engaging reviewers for DRSG-led highlight notices and strategic funding calls. In addition, you will contribute to Patient and Public

Involvement (PPI) activities across the directorate, including supporting the Grants Advisory Panel (GAP) and focus group discussions with people living with or affected by diabetes, helping to ensure lived experience informs research funding decisions.

Key tasks and responsibilities

- Manage the core operations for the DRSGs and the shared inbox, serving as the main point of contact for internal and external queries.
- Coordinate DRSG and associated meetings, including scheduling, preparation of agendas and papers, minute-taking, action tracking, and follow-up to ensure activities are delivered to agreed deadlines.
- Co-facilitate DRSG meetings and workshops, helping to create productive, inclusive discussions and ensuring actions and key outcomes are captured effectively.
- Support and facilitate the operational transition of the DRSG structure, gathering qualitative insights and monitoring metrics to capture group impact.
- Collaborate with the Research Funding Team during grant rounds to identify and source suitable peer reviewers, with a focus on DRSG-produced highlight notices and strategic calls.
- Provide administrative and focus group support to the Grants Advisory Panel (GAP)—a panel of people living with or affected by diabetes who help to review grant applications—and support broader directorate PPI activities.
- Support the Research Manager, Assistant Director of Research, and Head of Research with the coordination and delivery of strategic directorate projects
- Review and assimilate current literature to provide DRSG members with accessible briefings on the diabetes research landscape.
- Build and maintain positive, collaborative relationships with researchers, healthcare professionals, lay members, and internal teams.

Person specification

	Criteria:		Assessed via:	
	E	D	A	I
Experience				
Proven experience in high-volume administration, inbox management, meeting coordination, and minute-taking	X		X	X
Experience of facilitating or co-facilitating group discussions, workshops, or meetings	X		X	X
Experience working with patient groups, lay panels, or volunteers within a Patient and Public Involvement (PPI) context		X	X	X
Experience gathering insights or capturing project impact and outputs		X	X	
Experience of working in or alongside a research environment		X	X	X
Knowledge				
Knowledge and understanding of the UK medical research funding landscape and peer review processes		X	X	
Understanding of biomedical research principles and methodologies		X	X	
Understanding of Patient and Public Involvement (PPI) principles and co-design approaches in research	X		X	X
Skills				
Exceptional organisation and time management skills, with the ability to manage competing administrative priorities	X		X	X
Confident verbal and written communication skills, with the ability to translate complex research concepts into accessible language	X		X	X
Strong interpersonal and facilitation skills to engage comfortably with researchers, clinicians, and lay members	X		X	X
Proactive problem-solving abilities and meticulous attention to detail		X		
Qualifications/Professional membership (if applicable)				
BSc in biomedical sciences, social sciences, or a related discipline (or equivalent practical experience in a research support role)	X		X	
MSc in a relevant biomedical, health, or research discipline		X	X	

E – Essential D – Desirable A – Assessed at Application I – Assessed at Interview

If you don't meet all the criteria listed but meet most and have transferable skills with a passion for our mission, you are still welcome to apply for this role.

If you are invited to attend an interview in person, we will reimburse reasonable travel costs excluding hotel or overnight stays.

Behaviours

All employees are expected to abide by our values and behaviours framework which can be found here [Combined general and people managers framework](#). Below are a set of behaviours that you will be expected to demonstrate in your application form and that will also be explored during your interview.

We keep things simple

- Use clear, accessible language, avoiding jargon unless it's relevant to your audience.
- Provide opportunities for members to meet with you to provide clarification on any topics discussed during group meetings

We Make change happen

- Speak confidently about the impact we've made and our ambitions for the future.
- Proactively look for solutions to progress strategic programmes, removing obstacles when necessary to get things done.

We're Driven to know more

- Proactively look to learn more and share your new knowledge and insights with colleagues.
- Seek to understand the breadth of diabetes research, within the research funded by Diabetes UK and beyond the charity

We put people first

- Recognise that people are individuals with different preferences, circumstances and needs.
- Pay attention to the effect your approach and actions have on others, adjusting where necessary.