

Summary

Job title	Parent Carer Research Engagement Manager – Oxford Centre for Emerging Minds Research
Division	Medical Sciences
Department	Psychiatry/ Experimental Psychology
Location	Life and Mind Building, South Parks Road, Oxford OX1 3EL
Grade and salary	Grade 7: £39,424 - £47,779 per annum (pro rata for part-time)
Hours	Part-time 80% FTE (consideration will be given to candidates wishing to work part-time at a minimum of 60% FTE, on a pro rata basis)
Contract type	Fixed-term until 30 September 2030
Reporting to	Head of Operations and Engagement
Vacancy reference	189351

The role

The Parent Carer Research Engagement Manager role is part of a dedicated engagement team for the [Oxford Centre for Emerging Minds Research](#) (OCEMR). OCEMR conducts world class research that contributes to a world where differences between people are understood and accepted, strengths are capitalised on, and mental health difficulties are prevented or addressed early.

The centre focuses on:

- Understanding how children and young people's strengths, aptitudes and interests can be identified and capitalised on to promote good mental health and development.
- Identifying the key mechanisms that underpin mental health in children and young people and how they can be targeted to promote good mental health and to prevent and treat emerging mental health problems.

OCEMR incorporates 11 research groups with over 100 research staff and students and dedicated teams to support administration, communications, partnerships, and engagement of lived experience representatives.

The Parent Carer Research Engagement Manager will help champion the voices of parents and carers in children and young people's mental health research, at OCEMR and through the national Parent Carer Research Network.

The [Parent Carer Research Network](#) was established in 2024 with funding from the NIHR Oxford Health Biomedical Research Centre (BRC). This national network is currently funded by the Paul Foundation and the NIHR Oxford Health BRC. The Parent Carer Research Network is run in partnership with the Charlie Waller Trust and guided by a steering group of parents and carers with lived experience of supporting a child with mental health difficulties.

You will work closely with the Charlie Waller Trust (particularly the Lived Experience Lead), the network's steering group, researchers, and wider partners and stakeholders to help build and sustain the network.

The post holder will be responsible for the promotion and growth of the network. In addition, the post holder will maximise the meaningful engagement of parents & carers with children and young people's mental health research, particularly with those currently under-represented in research. This role will support and encourage researchers to connect with parents & carers through the network and in other ways. In addition, the post holder will find ways to hear, understand and share the priorities of parents & carers with researchers. This can help guide the direction of our research as well as ensuring that concerns are addressed.

This is a hands-on role where the post holder will need to regularly get involved in day-to-day delivery of activities such as meetings, events and communications.

The role requires some flexibility in working hours to support the engagement of parents, carers and community organisations. This may include up to two weekday evenings per month (finishing by 8.30pm), primarily to support the facilitation of parent and carer advisory groups such as the Parent Carer Research Network Steering Group and no more than one weekend day per month for activities such as workshops, public engagement, and co-production. Weekday evening work and weekend activities will always be booked in advance.

Flexible working

The post is available on a flexible hybrid basis. The minimum on-site time is 3 days/week for a full-time post.

Responsibilities

Ensuring that the priorities of parents and carers are heard, understood and responded to

- Use a range of approaches to maintain an up to date understanding of priorities and challenges for parents and carers around children and young people's mental health.
- Ensure that the priorities of parents and carers and those working with families are shared with researchers and other stakeholders to help steer wider research directions and plans.
- Develop excellent working relationships with members of parent carer steering groups so they have a positive experience and can effectively advise the network and OCEMR.
- Work with the Charlie Waller Trust to nurture and facilitate the Parent Carer Research Network lived experience steering group, including administrative support e.g. coordinating payments, organising and facilitating meetings and activities etc
- Ensure that regular feedback is sought from Parent Carer Research Network members to ensure that the network offer meets their needs and responds creatively to their feedback and ideas.

Encouraging and supporting researchers to meaningfully engage with parents and carers

- Act as a keen champion of the important and positive role of parents and carers in children and young people's mental health research
- Mentor and advise researchers on effective involvement and engagement through 1-to-1 informal conversations and feeding back on research materials and plans.
- Build capacity of researchers to engage with parents and carers in a meaningful, safe and accessible way through developing and delivering conference/event talks, training, workshops and producing resources.
- Build awareness of the Parent Carer Research Network, as a route to working with parents and carers, with research teams across the country.
- Seek and consider the perspective of researchers in shaping the network.

Promote and grow the Parent Carer Research Network

- Maintain a good understanding of network membership.
- Develop and deliver strategies to engage a diverse range of parents and carers to support our aim of engaging those typically under-represented in research and the network.
- Plan and undertake events and activities to promote the network to potential new members.
- Develop and maintain excellent and productive working relationships with those working with parents and carers such as peer support groups and community organisations.

Sustain the network and maximise parents and carers engagement with research

- Develop and deliver effective approaches to maintain and develop relationships with parents and carers involved in the network and OCEMR, and encourage their involvement in research (e.g.: events, resources, newsletters).
- Work with researchers and parents & carers to create clear and accessible content for the Parent Carer Research Network newsletter including sharing research opportunities.
- Maintain and develop the Parent Carer Research Network website and create interesting communication content to share via social media channels.
- Identify opportunities to share evidence-based resources and research findings with parents and carers.

Project management

- Scope, plan and deliver strategies, projects and activities to ensure the successful delivery of key outcomes and objectives for key stakeholders within agreed timelines and budgets.
- Ensure evaluation of activities and performance including: analysing stakeholder feedback and insights, and tracking progress against objectives.
- Ensure high-quality reporting to funders and key stakeholders and identify areas for improvement.
- Manage budgets, ensuring cost control and accurate tracking of expenditure, and ensuring compliance with University and funder financial policies and procedures, and working with suppliers as needed.
- Oversee the governance and contracting of the partnership with the Charlie Waller Trust.
- Work closely with Charlie Waller Trust colleagues to run and grow the Parent Carer Research Network and collaborate on evaluating network insights and impact.

General duties

- Participate in wider OCEMR Engagement team activities and OCEMR committees to champion the voices of parents and carers in research
- Work closely with OCEMR colleagues, the BRC, departmental and other university working groups and forums to raise the profile of the network, share information and exchange ideas on best practice.
- Identify opportunities to secure funding for activities and projects relating to parent carer involvement in research, contributing to developing funding bids and proposals.
- Travel nationally and work some irregular hours including evenings and weekends, such as for conferences/events, and online evening steering group meetings.
- Contribute to specific externally-funded research projects as appropriate.

Selection criteria

Essential selection criteria

- Educated to degree level or equivalent professional experience.
- Significant experience of working collaboratively with parents and carers.
- Ability to develop and maintain strong working relationships with a range of people from a diverse range of backgrounds including partners from the charity and community sector.
- Project management skills including ability to plan a realistic programme of work and deliver activities to meet objectives within agreed budgets.
- Proven skills in group facilitation such as meetings and workshops.
- Interest and commitment to the mission and values of the Oxford Centre for Emerging Minds Research. Particularly the commitment to embed the voices and experiences of children, young people and their families throughout our work.
- Excellent interpersonal and communication skills, with the ability to exercise diplomacy, encouragement and patience, and to provide advice and effectively influence senior colleagues.
- Excellent presentation skills, with the ability to use tools such as PowerPoint or Canva to communicate clearly and effectively to a range of audiences.
- Excellent written communication skills and attention to detail, with a proven ability to communicate complex concepts to a non-specialist audience.

- Ability to work independently in a complex environment, taking initiative when necessary and prioritising effectively to meet deadlines.
- Proficiency working with a range of computer-based and online applications, including website content management systems.
- Willingness to travel nationally and flexibility to work some irregular hours including evenings and weekends with advance notice.

Desirable selection criteria

- Experience working in a research and/ or higher education environment
- Experience working with partners from the voluntary, charity and community sector.
- Experience of effective engagement of groups under-represented in research and services.
- Experience of organising engaging meetings and events to a high standard (e.g.: webinars, seminars and conferences).

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:
<https://www.jobs.ox.ac.uk/pre-employment-checks>

Additional security pre-employment checks

- A satisfactory enhanced Disclosure and Barring Service check due to regulated activity involving children

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Psychiatry

The Department of Psychiatry based on the Warneford Hospital site in Oxford has an international reputation for excellence. The Head of Department is Professor Belinda Lennox. The Department has a substantial research programme, with major funding from Medical Research Council (MRC), Wellcome Trust and National Institute for

Health Research (NIHR) and provides highly rated medical training in psychiatry. There are approximately 250 staff including 41 principal investigators leading research groups investigating applying a wide range of approaches from translational neuroscience, experimental medicine, epidemiology, clinical trials and health services research to developmental disorders, mood disorders, cognitive disorders and self-harm and suicide. There are strong links with other departments and institutes both within and outside Oxford: these links ensure that we can apply the best scientific methods to psychiatric and cognitive disorders. The Department has an annual turnover of over £10 million with more than 130 research grants.

Our active Psychiatry People and Culture teams and initiatives, including our [values and behaviours framework](#), work to make the Department of Psychiatry as supportive, welcoming and inclusive as possible.

For more information please visit: <http://www.psych.ox.ac.uk>

The Department of Psychiatry holds a silver Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Department of Experimental Psychology

The Department of Experimental Psychology at Oxford was founded in 1898 and has a long and prestigious history and is fortunate to be home to a number of current world-leading research groups, and continues to be among the top-ranked Psychology departments worldwide. In the 2021 Research Excellence Framework (REF) Exercise the Psychology, Neuroscience and Psychiatry REF submission from Oxford was judged to have many outstanding strengths in the research it produced, its research environment, and in terms of the impact of its research on wider society. Departmental turnover for 2023/24 was in excess of £19 million. Research in the Department is organised into 5 research groupings roughly equal in size: Behavioural Neuroscience / Cognition and Perception / Developmental Psychology / Social Psychology / Psychological and Brain Health.

The department has recently moved to its new home in The Life and Mind building. This exciting development will provide exceptional research and teaching facilities along with space for public engagement and outreach. It also offers renewed commitment to work across disciplinary boundaries to further knowledge across the psychological and biological sciences and to solve major global challenges. See: <https://lifeandmind.web.ox.ac.uk/>

Research in the Department is supported by an extensive range of laboratory and IT facilities. The Department has a wide portfolio of research grants from UK and international charities, Research Councils and government organizations, the EU Scientific Programme, NIHR, and industrial sources. Much of the work is collaborative with other Departments and often includes work in hospitals, schools and industrial settings both locally and further afield. Many researchers in the Department also have collaborative research programmes with leading institutions elsewhere in the UK, in Europe, North America, and Japan.

At the undergraduate level, the Department is the focus for lectures, classes, practicals, and research projects. It is a centre used by the undergraduates from all colleges for the Experimental Psychology (EP), Psychology, Philosophy and Linguistics (PPL), and Biomedical Science (BMS) courses. The Department provides lecture rooms, IT facilities and laboratories for experimental and project work.

The Department also hosts two Masters level courses. MSc in Psychological Research and MSc in Neuroscience: For more information please visit: <http://www.psy.ox.ac.uk>.

The Department of Experimental Psychology is strongly committed to equality and valuing diversity and we operate a flexible working policy for all staff.

Medical Sciences Division

For more information please visit: <https://www.medsci.ox.ac.uk/>

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
 - although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
 - Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.
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Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:

<https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly

vacancies@psych.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being an inclusive institution where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Recruitment, progression within employment and retention will be determined according to personal merit and the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

Our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and freedom of speech, as stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for [sustainable travel](#) and other discounts. Staff can also access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>. Staff can access a huge range of personal and professional development opportunities. See <https://hr.admin.ox.ac.uk/staff-benefits>

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://staff.admin.ox.ac.uk/thriving-at-oxford>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See [Life in Oxford | Oxford University Jobs](#)

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://hr.web.ox.ac.uk/family-leave>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://childcare.admin.ox.ac.uk/>.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/disability-support>. For information about how we support those going through menopause see <https://hr.admin.ox.ac.uk/menopause-guidance>

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support-researchers/researcher-hub> Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional

networking activities for researchers. Find out more <https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society>