



**CHILDREN IN WALES – PLANT YNG NGHYMRU  
CHILDREN & YOUNG PEOPLE’S RESEARCH NETWORK FOR WALES  
CO-ORDINATOR**

**J O B   D E S C R I P T I O N**

<b>Job title:</b>	<b>Co-ordinator</b>
<b>Salary:</b>	<b>£28,595 per annum</b>
<b>Hours of work:</b>	<b>35 hours per week</b>
<b>Contract:</b>	<b>Until 31 March 2010</b>
<b>Responsible to:</b>	<b>Chief Executive – Children in Wales</b>
<b>Location:</b>	<b>Cardiff</b>

The Children & Young People’s Research Network for Wales is a multi-agency alliance and will set the strategic direction of the work programme regarding this post. The postholder will be managed and supported by Children in Wales and by the Chair of the Network and will be able to draw on the expertise of the whole Network Steering Group.

**Job Purpose**

The Co-ordinator will be responsible for developing and promoting the work of the Children & Young People’s Research Network throughout Wales and within the UK. This includes co-ordinating the Network’s activities, constructing and maintaining a database of current research, collating and disseminating information, facilitating meetings between researchers, promoting liaison between researchers and providing advice on funding and methodology for network members. The Co-ordinator will work towards raising the profile of Wales based research and the quality and quantity of research applications. The Co-ordinator will implement the Network’s strategic plan in consultation with the Network’s Steering Group.

**Specific Responsibilities**

- To facilitate meetings/communications between researchers, for example through e-forums, meetings, newsletters
- To support the Network in making grant applications
- To facilitate liaison between researchers and practitioners and users and promote involvement, for example in research design
- To maintain IT communications systems
- To facilitate the access to advice on a range of issues such as:

- Paediatric epidemiology for bids, monitoring clinical trials in children
- Needs mapping for Wales around specific issues, for example palliative care
- Governance issues in work with children
  
- To organise and co-ordinate appropriate information seminars
- To gather and disseminate information on specific funding opportunities and research grants
- To construct, compile and maintain database on current research into children and young people in Wales (and beyond, as appropriate)
- To support and attend the Network's Steering Group meetings
- To ensure appropriate representation of the Network within the UK
- To ensure that Network activities are in line with best practice in equality and diversity
- To work within an agreed strategic plan and budget
- To undertake any additional duties as required by the Chief Executive or the Network Steering Group