

Candidate information pack: Knowledge & Practice Manager

Organisation Overview

Meningitis Research Foundation is an international health charity headquartered in the UK, driven by a passionate mission to prevent the devastating impact of meningitis. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives. The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

Role Overview

This is a newly established and exciting role at Meningitis Research Foundation that will be key to achieving our goals to defeat meningitis by maintaining a high standard of accuracy and knowledge about meningitis across the organisation and making sure our voice informs meningitis guidelines and practice.

As a meningitis organisation we are committed to maintaining and expanding our knowledge and understanding of the disease following the latest evidence. This is critical to our credibility as a voice for people affected by meningitis.

Working with colleagues, the holder supports the Head of Health Insights & Policy in maintaining MRFs disease credibility and cements our reputation as an evidence-led organisation in the UK and around the world. The role is also very close to people and families as it also provides guidance to support teams working directly with families affected. The role will require strong experience of working in a matrix across teams.

Reports to

This role reports to the Head of Health Insights & Policy.

Responsibilities

Monitoring & informing guidelines & practice

- Keep an up-to-date knowledge about meningitis in the UK and internationally, including epidemiology, guidelines and practice, clinical research, academic studies, media coverage, and the lived experiences of people affected by meningitis.
- Create and maintain an internal database of meningitis clinical and care guidelines and policies.
- Ensure key updates in the meningitis disease, treatment and care landscape are disseminated internally in a clear, engaging and accessible way.
- Work closely with the Health Insight Manager and other colleagues to respond to relevant meningitis guidelines related consultations in the UK and internationally.
- Liaise with relevant colleagues to ensure all MRF public positioning on meningitis reflects current treatment guidelines and clinical practice and meets the highest evidence standards.

Health Information

- Collaborate with the Communication & Engagement Department to support ongoing review and updates to our suite of health information working to our standard operating procedures.
- Review internal process to ensure how changes to guidelines and practice inform updates to our health information materials.
- Lead review of existing suite of training, guidance and materials for health professionals.

Supporting people affected by meningitis

- Act as main point of contact for support service queries which require additional information and/or expert advice from our Medical Advisory Group (MAG).
- Review the scope, function and composition of the Medical Advisory Group to evolve and develop the MAG as required to support MRF's activities.
- Liaise closely with colleagues from the Confederation of Meningitis Organisations (CoMO) and Support Service teams to understand and capture the experiences of people directly affected by meningitis and to identify opportunities to support the aims of CoMO members.

Internal capacity building

- Lead on the development and delivery of training and briefings by external experts on meningitis for MRF staff.
- Curate and maintain a framework for meningitis health and clinical terminology to make sure there is consistency in how we talk about the meningitis internally & externally.

Relationships

- Maintain and expand MRF's network with academic and clinical meningitis experts in the UK and internationally.
- Attend external training and conferences on topics related to meningitis, infectious disease and brain health in the UK and internationally.
- Represent Meningitis Research Foundation externally at conference, events, meetings and civil society networks.

Additional

- Support the Head of Health Insights & Policy to deliver the Health Insights & Policy operational objectives & work plan
- Carry out other activities to support international and national health insights & policy work as and when required

Experience

Experience is sought in the following areas:

- A medical or health science qualification or background
- Experience in a health or medical policy practice or research role in the UK and internationally, preferably on meningitis or infectious disease.
- Experience of working in the international development or global health sector, including in low income countries.
- Experience of explaining and translating medical and clinical issues for a lay audience
- Experience of working to high standards of information production; particularly involving users and evidence-based working

- Proven ability to adopt a cross- organisation approach and able to proactively work with teams across an organisation
- Ability to quickly build strong internal and external relationships with a wide range of actors
- Ability to translate complex health and medical information into accessible language for varied target audiences in a clear and engaging style
- Experience presenting to internal and external stakeholders in a range of forums
- Attention to detail, with strong analytic, writing and proof-reading skills
- A second European language, ideally French or Spanish, desirable

Location

Remote or hybrid in Bristol office.

Annual salary

£35,000 to £39,999 (depending on experience) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month

Contract Type

Two-year fixed term. This post is currently funded from reserves. If funding allows, the post could be made permanent following the end of this contract.

Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

Annual Leave

25 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.

About Meningitis Research Foundation (MRF)

Over the past 30 years MRF has developed into the world's leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform

and educate.

Our flagship work includes:

- Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](#).
- Running the [Confederation of Meningitis Organisations](#) (CoMO) which represents over 120 like-minded members in more than 50 countries.
- Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](#), now used over 50,000 times in more than 100 countries.
- Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.
- Providing a secretariat support function for the [Global Meningitis Genome Partnership](#) building on the establishment of the Global Meningitis Genome Library.
- Delivering an internationally renowned [research conference](#) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
- [Funding research](#) into meningitis, especially related to genomics and the lifetime impact of meningitis.
- Providing a world class website and support service that has over 2 million uses each year.

We are currently a medium sized charity with around 30 staff and an average of £2-£3million income each year but with a belief that there is potentially to grow from this historic base using the potential of the new global roadmap and our increased UK and international profile.

Our values

Our values are extremely important to us and mean far more to us than words on a page.

We are evidence-led

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

We operate with integrity

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

We pursue our goals with determination

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

We are a passionate advocate

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

We collaborate to make progress

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

We act with compassion

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

If you have read and understand these values and they appeal to you they are a good indicator of what it is like to work at MRF. If these are not your values, we encourage you to seek work with another employer whose values better match yours.

More information can be found on the MRF [website here](#).

About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher risk than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world's second biggest infectious killer of children aged under 5. They kill more under 5's than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say "Please make sure no one else has to go through what we have".

Application process

All candidates are requested to submit a cover letter stating why you think you are suitable for this role and an accompanying CV.

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

The final closing date for completed applications is 15th November 2024. Interviews will take place week commencing 21st November 2024. First interviews are planned to take place in person in Bristol and candidates should be prepared to travel if necessary to attend this interview. Travel expenses will be reimbursed and candidates with individual travel, access or disability support requirements are encouraged to communicate their needs to enable appropriate support to be provided to ensure access to interviews.

Please note, we are reviewing applications on a rolling basis, and the position may be filled before the closing date. We encourage interested candidates to submit their applications as soon as possible to ensure consideration.

If you have any questions or would like to discuss the role further please contact Brian Davies briand@meningitis.org

Please return application forms via e-mail to kateg@meningitis.org

MRF is committed to safeguarding, and any advertised role will require references and confirmation of your identity will be undertaken. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.