Job description

Job Title	Clinical Research Coordinator
Division	Clinical Programmes
Tier	Wider Team
Reports to	Clinical Programme Officer
Direct reports and team	N/A
Overall purpose of the role	Supporting and coordinating the SFE Group Clinical Programmes research portfolio studies
Key accountabilities	• facilitating the smooth implementation and running of the studies from start to finish. • effectively handles all data management and documentation relating to the relevant project
Date	September 2025

Responsibilities

Key responsibilities		% of time
Research Study Management	• coordinates and manages the day-to-day operational aspects of the research studies from start to finish • organises site initiation visits • develops and maintains systems for tracking study conduct, recruitment and data capture • monitors and ensures that research study progress and milestones are met	50%
Data Management & Documentation	• manages and documents study data, meticulously ensuring accuracy and compliance with regulatory and study guidelines • maintains investigator site files and prepares for audits and inspections.	20%
Communication & Collaboration with stakeholders	• acts as a central point of contact, liaising with various stakeholders, including the Chief Investigator, research teams and research networks • liaises with patient support groups and volunteers • collaborates with clinical staff, including nurses and investigators, to ensure study timelines and objectives are met.	20%

	• collaborates with the marketing and communications team to enable recruitment, newsletters, quality control, and compliance with the research teams and internally.	
Regulatory Compliance	• understands and adheres to Good Clinical Practice (GCP) and other regulatory guidelines including the General Data Protection Regulation (GDPR), ensuring the studies meet ethical and legal standards.	10%

Person specification

Technical skills	• a high level of efficiency with various technologies, including electronic data capture systems and electronic trial master files (eTMFs) • good understanding of ICH-GCP & regulatory frameworks governing research trials and the basic principles of GDPR • proficiency in Excel, Word and Microsoft Office suite.
Experience	• previous experience within clinical study management and compliance within NHS, academic or private settings • strong organizational skills with the ability to manage multiple priorities • Detail-orientated with a focus on data integrity and participant safety • Excellent written and verbal communication skills.
Behavioural competencies	• Networking: building and maintaining professional relationships within the relevant communities of stakeholders • Resilience: able to work under pressure and remain professional at all times • Collaboration: working effectively across all levels of staff within the organisation and all other stakeholders • Cultural competence: respecting and valuing diversity • Demonstrates strong self-awareness of own abilities and development needs, and proactively seeks out learning opportunities, both internally and externally, to ensure that these are met.
Other relevant requirements	• Travel to sites may be required within the UK.