



JOB DESCRIPTION

Job Title:	Research Administrator <i>Evaluating therapies for visual hallucinations in Charles Bonnet Syndrome: an on-line Randomised Control Trial (RCT)</i>
Department / Unit:	Psychology
Job type	Part time, Fixed Term - Professional Services
Grade:	RHUL 5
Accountable to:	Robin Walker (Psychology)
Accountable for:	
Purpose of the Post	
<p>This post has a Genuine Occupational Requirement that the successful applicant be a person who is blind or partially sighted, in line with The Equality Act 2010.</p> <p>Job purpose: Overview of the role:</p> <p>This Internship will provide support with running a trial intervention study designed to evaluate the effectiveness of simple behavioural therapies to reduce the impact of visual hallucinations experienced by people with sight-loss (Charles Bonnet Syndrome). The research study is funded by the Macular Society UK awarded to Prof Robin Walker. The study will be performed remotely using on-line materials, but a key part of this role will be liaising with volunteers at all stages from initial contact to the end of the intervention. The Internship will also include assisting Prof Anica Zeyen with outreach and public dissemination activities for projects focusing on the inclusion of disabled and visually impaired people into society.</p> <p>The ideal candidate should have an undergraduate degree in Psychology (or related subject) with experience of research studies. The duties will require excellent interpersonal skills and an ability to take initiative and work flexibly and reasonably independently. The hours to be worked can be flexible and it is envisaged that these will vary on a week-by-week basis.</p> <p>This post has a Genuine Occupational Requirement that the successful applicant be a person who is blind or partially sighted, in line with The Equality Act 2010</p>	
Key Tasks	

To assist with the running of a trial to evaluate the effectiveness of behavioural interventions for visual hallucinations experienced by people with Charles Bonnet Syndrome. To assist with outreach and public dissemination activities for projects focusing on the inclusion of disabled and visually impaired people into society

Key areas of responsibility:

- Advertising and promoting the research study
- Recruitment of participants
- Assisting visually-impaired people to complete on-line surveys by phone or Zoom
- Assisting with data analysis, producing summary reports, and disseminating the study findings.
- Assisting with administrative tasks for research studies and also exhibitions and events including developing blog posts, videos etc for publicity
- Interviewing participants to gather 'lived experiences' of disability
- Assisting with the development of social media content for social media engagement
- Disseminating findings from research studies to non-academic audiences via blog posts, social media etc.

Other Duties

To carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Principal Investigator.

Duties and responsibilities may be amended by the Principal Investigator as necessary, in consultation with the post-holder.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Students, other members of staff within the school/department and College, academics in other institutions and, where relevant, industrial or professional contacts

ROYAL HOLLOWAY
University of London

PERSON SPECIFICATION FORM

**Evaluating therapies for visual hallucinations in Charles Bonnet Syndrome: an on-line
Randomised Control Trial (RCT)**

Job Title: Research Administrator Grade 5

	Essential	Desirable
<p>Knowledge, Education, Qualifications and Training</p> <p>Educated to A' Level</p> <p>Educated to first degree level or equivalent in Psychology (or related subject)</p> <p>Qualification / experience in area of behavioural research</p> <p>Be a person who is blind or partially sighted, in line with The Equality Act 2010</p>	<p>X</p> <p>X</p> <p></p> <p>X</p>	<p></p> <p></p> <p>X</p> <p></p>
<p>Skills and/or Abilities</p> <p>Good people skills and an ability to speak to people with vision loss and work with them to complete on-line surveys and offer advice on using a simple therapy</p> <p>Skills with using MS office tools for administrative purposes</p> <p>Willingness to travel to the TPT Hub in London for intern development events throughout the course of the internship programme (costs covered by TPT).</p>	<p>X</p> <p>X</p> <p>X</p>	<p></p> <p></p> <p></p>
<p>Experience</p> <p>Having not previously undertaken the Get Set Progress internship programme.</p> <p>Basic research skills including data analysis</p>	<p>X</p> <p></p>	<p></p> <p>X</p>