

RESEARCH ASSOCIATE

RECRUITMENT PACK

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Susan Tokley, Chair; Alison Morton, CEO

Registered Charity Number 1149745

Founded in 2012

ABOUT THE INSTITUTE OF HEALTH VISITING

Our Mission

The Institute of Health Visiting (iHV) is an independent charity, professional body and centre of excellence – established to strengthen the quality and consistency of health visiting for the benefit of all babies, children, families and communities, to improve health and reduce inequalities.

Our Values

In the context of deteriorating child and family health, and growing recognition of the importance of prevention and early intervention, we are impatient for change. We courageously challenge inequalities in outcomes and healthcare provision in the earliest years of life.

- **We believe** in a better future and that change is possible. Improving public health outcomes for babies, children, families and communities is at the heart of health visiting practice. We focus our efforts and work with partners to influence policies affecting health, and act as a voice for our profession. And we won't stop!
- **We believe** that health visiting is an important part of the solution to improving public health outcomes for babies, children, families and communities. When appropriately resourced, health visiting provides a vital infrastructure of support that is central to improving health and reducing inequalities.
- **We are committed to** ensuring the highest standards of education, learning and development, innovation and research, and professional leadership, to support evidence-driven practice and enable world-class health visiting. We know that health visiting leaders flourish in an environment of academic and professional excellence.
- **We are committed to** the active promotion of equality, diversity and inclusion in everything that we do. We want to enable an organisational culture that values diversity and we are committed to eliminating unlawful discrimination.

Our Strategic Priorities

Our work spans the breadth of health visiting policy and practice, learning and development, and innovation and research - giving us a unique understanding of the strategic context for health visiting now and in the future. We focus our resources where we think we can make the biggest impact.

Our business plan is centred on four key priorities for our work (what we do):

- Influence policy to improve health, reduce inequalities and strengthen health visiting
- Support quality improvement, research and innovation in health visiting
- Build professional skills and knowledge to enhance health visiting workforce capability and leadership development
- Grow, sustain and support our membership and meet their needs.

How we work in a changing world

We have a further four priorities to ensure robust governance within our organisation (how we do it):

- Make the iHV a great place to work and develop
- Good governance, infrastructure, financial and quality management
- Equity, diversity and inclusion
- Environmental sustainability.

The iHV is a UK-wide organisation (www.ihv.org.uk) for health visitors, members of health visiting teams, students, retired practitioners and those interested in the profession, who join as iHV members through a variety of schemes that we offer.

Welcome from our CEO

Dear Applicant,



Thank you for your interest in the post of Research Associate for the NIHR PHR MECOSH Equity Study at the Institute of Health Visiting (iHV). The iHV is the leading professional body for health visiting in the UK. With a growing membership, we are an optimistic organisation, and we can see a bright future ahead. This role provides a unique opportunity to join us as we seek to strengthen health visiting across the UK and improve outcomes for the babies, children, families and communities that we serve. This role is vital to our work, supporting health visitors (and their teams) to deliver on their key purpose to improve health and reduce inequalities.

The iHV is a reputable organisation within our industry and we work in a fast-paced environment, where two days are never the same (you can read our latest Annual Report, with highlights from the last year, [here](#)).

Research, evaluation and workforce development are key pillars of the Institute. We have successfully delivered training, research and evaluation projects aimed at empowering professionals who work with families in the early years of life.

You will be joining a leading professional body and health visiting charity, with a committed and friendly team who all share passionately in the organisation's [vision](#) and work to turn this into reality. We know that the people who work at the iHV are its greatest asset and have made it the successful organisation that it is today. We believe that when everyone who works at the iHV is happy and feels supported to do a great job, then they care about the work that they do, which in turn is good for the organisation. You will also be rewarded knowing your work is making a real difference to babies, children, families and communities, and the health visiting teams that support them.

If you have the skills and experience required and would relish the opportunity of working within a growing organisation, we would love to hear from you.

With best wishes,

A handwritten signature in black ink that reads 'Alison Morton'.

Alison Morton, iHV CEO

JOB DESCRIPTION

Research Associate

Reports to:	Chief Investigator
Accountable to:	iHV Senior Health Visitor Research Lead
Salary:	iHV Pay Band 4 - £32,985.38 - £43,301.81 WTE. Starting salary based on experience, plus 10% employer contribution for iHV pension scheme.
Terms of employment:	One-year fixed term contract (with the possibility of extending it to 3 years) permanent position.
Hours:	Part-time (0.6 WTE) – 22.5 hours per week
Location:	Home-based. The post also requires travel to the University of Kent and the research study sites as required.
Key Relationships:	Professional Education, Learning & Development Lead, Virtual Tech Host/Training Administration, Business & Operations Manager, Systems & Digital Manager, Programme Manager (Health Visiting Professional Services), Comms & Marketing Manager, Design & Publications Officer and other team members across the organisation.
Leave:	25 days per year (pro rata for part-time staff) plus bank holidays. Leave entitlement increases to 30 days per year (pro-rata) after 2 years continuous service at the iHV.

Summary of Job Purpose and Scope:

The post holder will join the iHV research team to provide research associate support on the NIHR PHR study titled: 'A mixed methods realist evaluation of the MECSH parenting intervention investigating inequalities in access, engagement, retention and outcomes for Black and Asian birthing and non-birthing parents in England.' It is a mixed-methods realist evaluation involving both families and healthcare professionals across England, focusing on access, engagement, retention, cultural responsiveness, and outcomes for Black and Asian parents (birthing and non-birthing).

The post holder will carry out a range of work, including preparing for ethical approval, recruitment of participants, consenting, preparing research material, collecting qualitative and quantitative data, as well as carrying out literature reviews, data analysis, and report writing. The individual will need to be dynamic, proactive, flexible, have the ability to work independently and must be prepared to travel across the study sites, as necessary.

The post is available from February 2026 initially for a year but with a view to extending to cover the full 36 months of the study. The study is funded by the National Institute for Health Research (NIHR).

RESPONSIBILITIES AND DUTIES:

- Support delivery of the research study under the supervision of the Principal Investigator (PI).
- Assist with ethics, HRA submissions, SOPs, and regulatory compliance (GCP, GDPR, research governance).
- Coordinate participant and site recruitment and support study data collection and secure data management.
- Support set-up of, and active participation in, the Service User Group (SUG) and Project Steering Group (PSG).
- Assist with stakeholder liaison, study meetings, project coordination, and engagement of healthcare professionals.
- Contribute to data collection, analysis, reporting, and preparation of publications.
- Attend relevant MECSH meetings and events to engage with teams and disseminate the study.
- Support dissemination activities including presentations, reports, and academic outputs.
- Assist with budget monitoring and core project administration, including scheduling and minute-taking.

In addition to these duties the post holder will be expected to be flexible by occasionally supporting the PI with wider iHV related research projects, and to contribute to other functions of the Institute of Health Visiting.

NB: The above is only an outline of the tasks and responsibilities required of the role. You will carry out any other duties as may reasonably be required by your line manager. The iHV is an expanding and evolving organisation, as such, the job description and person specification will be reviewed on an ongoing basis in accordance with the evolving needs of the wider team.

Person specification		
Criteria	Essential	Desirable
Qualifications	• Educated to a minimum of master's level, or equivalent proven track record of research in a health-related topic. • Evidence of ongoing continuing professional development • Evidence of a DBS check	• Active NMC registration as a SCPHN (Health Visitor) • Doctoral qualification or equivalent in health visiting or a related field • iHV Fellow
Knowledge and Experience	• Experience of conducting research in the public health field or with children and families • Knowledge of a range of research methodologies • Experience of recruiting and consenting participants to participate in studies • Experience of recruiting vulnerable populations sensitively • Strong data management and handling skills • Qualitative interviewing, process evaluations and analysis skills • Excellent interpersonal skills • Group facilitation skills – including managing group dynamics and experience of handling disruptive or challenging group members • Experience of participating in committees and working groups • Evidence-based knowledge of babies, children and families' preventative public health, and early intervention • Experience in the delivery of high-quality improvement, policy development initiatives, including skills for collecting, critically appraising, synthesising, and presenting both quantitative and qualitative data and evidence • Experience of service user/patient and public involvement - values the importance of lived experience and has experience of coproduction methods • Experience of writing research reports/ articles.	
Skills: Communication Analytical skills Strategic thinking Leadership & management	• Able to negotiate and secure the co-operation of peers and senior colleagues in other organisations • Skilled communicator • Ability to build credible relationships with influencers. • Able to work collaboratively with a wide range of individuals, work across organisations and within a	

	team • Excellent verbal and written communication, networking, and negotiation skills • Confidence in presenting to small and large audiences (interpersonally; public speaking; writing, social media, networking, and negotiation skills). • Confidence to chair large meetings and deliver training • Manage challenging situations and conversations. • A self-starter, with strategic thinking and problem-solving skills; the ability to work on own initiative, respond to sudden unexpected demands and manage a wide range of competing priorities effectively. • Proven ability to think strategically with respect to planning training opportunities • Outcomes focused • Skills for delivering results through managing self and through others. • Very organised with the ability to manage multiple competing tasks • Confident in using virtual platforms • Interested in research and evaluation, with a good understanding and ability to critically appraise research	
Values and Behaviours	• Demonstrable commitment to and focus on quality and evidence-based preventative public health and early intervention, to promote high standards to consistently improve outcomes for babies, children, and their families • Values diversity and difference; operates with integrity and openness • Team player working flexibly across team boundaries, looking for collective success, listens, involves, respects, and learns from the contribution of others • Commitment to, and focused on quality, promoting high standards in all they do • Actively develops themselves and supports others to do the same • Personal drive, creative and significant energy, and enthusiasm for new challenges. • Demonstrates knowledge and understanding of equality of opportunity and diversity, taking into account and being aware of how individual actions contribute to and make a difference to the equality agenda • Strong commitment to the role, with alignment to the vision, values and Behaviours of iHV.	

Other	• Experienced in using all Microsoft Office applications, knowledge of Adobe programmes, and some knowledge/experience of platforms e.g., SurveyMonkey, Endnote, NVivo. • Prepared to work flexibly, within a team with a commitment to ensure success of the iHV. • Ability to travel as necessary – access to a vehicle/good road and rail links • Member of the iHV	
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GENERAL RESPONSIBILITIES APPLYING TO ALL STAFF:

The postholder is required to follow iHV policies and procedures.

Confidentiality / Data Protection / Freedom of Information

Postholders must maintain the confidentiality of any sensitive iHV information and business in accordance with the Data Protection Act of 1998 and GDPR.

If any member of staff has communicated any such information to an unauthorised person, those staff will subject to disciplinary action including potential dismissal. Moreover, the Data Protection Act 1998 also renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

Information Governance:

All staff must comply with information governance requirements. These include statutory responsibilities (such as compliance with the Data Protection Act), following national guidance (such as the NHS Confidentiality Code of Practice) and compliance with local policies and procedures (such as the Trust's Confidentiality policy). Staff are responsible for any personal information (belonging to staff or patients) that they access and must ensure it is stored, processed, and forwarded in a secure and appropriate manner.

Equal Opportunities

Postholders must at all times fulfil their responsibilities with regard to the Institute's Equal Opportunities and Equality Policies.

The Institute of Health Visiting is fully committed to the active promotion of equality and diversity in everything that we do. We want to create an organisational culture that values diversity and demonstrates due regards to the characteristics of the Equality Act (2010) through our employment practices, the work that we do and the products and resources that we produce. We are committed to encouraging equality and diversity among our staff and eliminating unlawful discrimination.

Health and Safety

All postholders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the organisation's health and safety policies and procedures are complied with to maintain a safe working environment.

Risk Management

All postholders have a responsibility to report risks such as delays in delivering work programmes.

Appraisal

All staff are required to partake in a joint annual review of their work which appraises performance and behaviours, including 360 appraisals.

Values and Behaviours

The iHV has developed a clear vision for the direction of the organisation. [A set of values](#) and behaviours have also been developed and agreed to underpin this vision. All iHV employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which are reviewed through the appraisal processes.

Flexible Working

As an organisation the iHV is committed to supporting flexible working arrangements, when possible, if they do not interfere with the successful delivery of the postholder's responsibilities.

Safeguarding children and vulnerable adults

All iHV staff should work within the iHV Safeguarding policies. Postholders who have a direct responsibility for safeguarding children and vulnerable adults in the course of their work should provide evidence of a DBS.

Visa restrictions

Entitlement to work in the UK. This role does not meet the eligibility requirements for a tier 2 certificate of sponsorship under UK Visas and Immigration Legislation. The iHV will not be able to sponsor individuals who require the right to work in the UK to carry out this role.

WHAT WE OFFER

- The chance to work in a leading charity and professional body for health visiting and make a significant impact on the health visiting profession and its work to improve health outcomes for babies, children, families, and communities.
- A dynamic and supportive work environment – working with a team of people who are genuinely committed to our charity's core mission and values and making the iHV a 'great place to work'.
- Opportunities for professional development.
- Hybrid and flexible working options. This post will require some UK travel.
- Holiday - 25 days annual leave, plus bank holidays (increasing to 30 days leave after 2 years employment at the iHV – pro rata for part-time staff).
- Workplace pensions – the iHV has a generous organisation pension scheme, with 10% employer contribution and a personalised employee contribution to suit your needs.
- Team Away Days – We gather together as a whole team once a year for our 2-day awayday, and at regular intervals online and at our conferences throughout the year. We value our time together as a team to celebrate the work that we have done, learn together, share ideas and constantly look for ways to improve what we do for the benefit of the people that we serve – with a mix of work and fun to build relationships and connections across our organisation.

APPLICATION PROCESS

We welcome applications from candidates who can demonstrate the skills and experience in supporting the management of conferences and events to undertake this role. We offer opportunities for personal development and career progression within the role.

How to Apply: Please complete the application form and submit this with your CV to jobs@ihv.org.uk .

Closing date for applications: 9th January 2026. Candidates are recommended to apply as soon as possible as we may close this early.

Interviews: 19th January 2026. We may, if appropriate, arrange a second round of interviews.

Contact Information: For further information or for an informal chat about the role, please contact Dr Sharin Baldwin sharin.baldwin@ihv.org.uk