

## **Title: Project and Research Associate**

Healthwatch Nottingham & Nottinghamshire is the local independent patient and public champion. We hold local health and care leaders to account for providing excellent care by making sure they communicate and engage with local people, clearly and meaningfully, and that they are transparent in their decision making. We gather and represent the views of those who use health and social care services, particularly those whose voice is not often listened to. We use this information to make recommendations to those who have the power to make change happen.

HWNN has a permanent staff team based in Hucknall, Nottinghamshire. However, at times, we need additional capacity to enable us to carry out projects or other pieces of work. We are therefore looking for Project and Research Associates who would be able to support bespoke health and social care research projects.

### **Role Outline:**

The Project and Research Associate (P&R) will work within the Engagement and Projects Team, reporting to the Head of Community Engagement and Projects.

The P&R Associate will do some or all of the following activities:

- develop research questions and methodology
- analyse data and summarise findings
- write report conclusions and recommendations to service providers and commissioners based on what service users have told us
- The P&R Associate may also undertake direct engagement activities with the members of the public, and community groups including one-to-one interviews and focus groups

### **Specific role requirements** (some or all of the following) :

- Carry out literature reviews and identify the main issues looking at information from a wide range of sources such as NICE, Public Health England, Kings Fund, Google Scholar, National Institute of Health Research, NHS England, along with locally focus data and publications.
- In conjunction with HWNN staff and/or external bodies develop the research methodology and draft questions (qualitative and quantitative) for the research
- Project manage your own work while proactively seeking support and guidance as appropriate, and working with HWNN colleagues

### **Analyse findings**

**Quantitative analysis:**

- Clean and organise data
- Use Excel or online survey tools to produce basic statistics and cross tabulations where appropriate
- Create clear charts and tables that are accurate and easy to understand
- Sense check results and explain limits (for example small sample sizes or missing groups)

**Qualitative analysis:**

- Turn notes, transcripts and open text survey answers into findings using a clear method
- Use thematic analysis or a simple coding framework to group and compare responses
- Keep an audit trail (what you coded, how you decided themes, and examples that support them)
- Write up themes in plain English, including short quotes where applicable
- Draft reports, outlining our findings and recommendations
- Ensure information security, confidentiality, anonymity and data integrity at all times

**When:**

- Research projects arise throughout the year. The work may include all of the above or aspects of it.

**Where:**

- Healthwatch N&N is a hybrid organisation, mainly working remotely but also from the office in Hucknall and at various locations in Nottingham City and Nottinghamshire County. Regular catch up meetings with the team and the Head of Community Engagement and Projects will be scheduled for support and guidance. These can take place in our Healthwatch office, over Teams or elsewhere in the City or County

**Skills and experience required for this role:**

- Interest in health and social care and the voice of the patients, service users, and communities
- Degree in social science research or equivalent experience
- Experience and expertise in setting up and running social research projects (running focus groups, one-to-one-interviews, workshop facilitation)
- Skilled in analysing qualitative and quantitative data
- Ability to identify themes, summarise findings and draft reports with recommendations in plain English
- Organised and keeps to deadlines

- Ability to work independently and as part of a team
- Ability to engage with external partners and influence positive outcomes
- Highly IT literate – confident using everyday digital tools to work efficiently and securely. Strong working knowledge of Microsoft 365, especially Excel, Word and PowerPoint. Comfortable using online survey tools (such as Smart Survey), design tools (such as Canva) and AI.
- Ability to work in a confidential manner

**NB** Do not be discouraged to apply if you do not have **all** of the skills and experience listed above as we sometimes look for people to do certain aspects of our projects

### **Remuneration**

£25-£35 an hour (depending on experience) plus expenses, based on a self-employed status.

### **How to Apply**

Please send your CV and a covering letter (maximum two sides of A4) to [info@hwnn.co.uk](mailto:info@hwnn.co.uk) by **Sunday 22 March 2026**. In your covering letter, tell us how you meet the role requirements, using clear, specific examples.

**Please note:** We review applications as they arrive and may close this advert early. Therefore, we encourage you to apply as soon as possible. While successful candidates will join our Associate pool, deployment is offered as opportunities arise throughout the year and may not be immediate.

If you would like further information or an informal conversation about the role, please email [projects@hwnn.co.uk](mailto:projects@hwnn.co.uk) and we will respond within five working days.