

**CROHN'S &  
COLITIS UK**

**Research  
Senior Officer**

December 2025



# Thank you for your interest in working with us here at Crohn's & Colitis UK.

We're the UK's leading charity for Crohn's and Colitis. Right now, over 500,000 people in the UK are living with a lifelong disease that many people have never heard of. Because of the stigma and misunderstanding that surrounds these diseases, thousands of people are suffering in silence. But they are not alone. We're here for them.

It's an exciting time to be part of our team as we work together to shape the future of the charity and improve the lives of everyone living with Crohn's and Colitis.

There is currently no cure for these chronic conditions with one in three people diagnosed before they are 30.

Our mission is to stand alongside every person affected by Inflammatory Bowel Disease, ensuring their voices are heard, their challenges are understood, and their needs are addressed.

At Crohn's & Colitis UK, we are proud of our achievements - from funding groundbreaking research to raising awareness and normalising conversations about bowel health. We have built strong foundations through collaboration with healthcare professionals, policymakers, and research partners, and we continue to lead the charge for better care and support.

We know that living with a lifelong illness is about much more than managing physical symptoms. It impacts every aspect of life and our work ensures people with Inflammatory Bowel Disease can access quality healthcare and support, when and where they need it, so they can focus on living better lives.

Our promises to the Crohn's and Colitis community are outlined on the next page and you'll find more about our values, commitments, and what we're looking for further in this job pack.

If you like the sound of us, good luck with your application and we look forward to hearing from you soon.

**Marianne Radcliffe**  
Chief Executive  
Crohn's & Colitis UK



# Our Vision

Our vision is improved lives today, and a world free from Crohn's and Colitis tomorrow.

## Our mission

We break  
taboos.

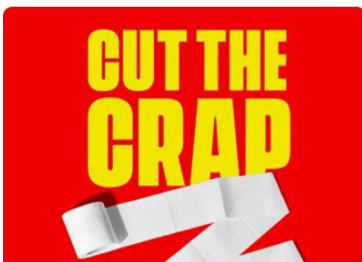
We drive  
pioneering  
research.

We bring  
people  
together.

We campaign  
to improve  
lives.

We are  
leading the  
fight against  
Crohn's and  
Colitis.

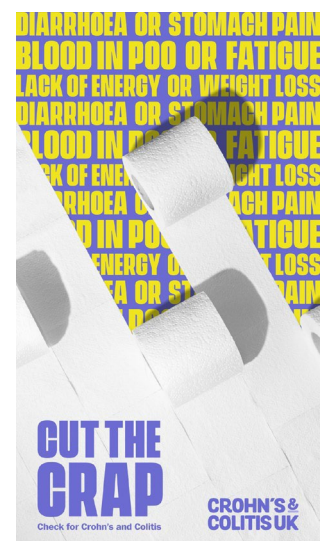
Founded in 1979 as a patient organisation, we've been there for people affected by Crohn's and Colitis when it matters, playing an instrumental part in providing support, increasing public awareness, and campaigning. But we're not finished yet. Here's a snapshot of our work:



### Campaigning

Every year, 25,000 people are diagnosed with Crohn's or Colitis. But we know that more than a quarter have waiting for a diagnosis for over a year. Nearly half end up in A&E while waiting for a diagnosis. Delays to diagnosis affect people's ability to continue education and work, limits their treatment options and increases their risk of being hospitalised or needing emergency surgery. Our research showed that people aged 18-34 experiencing Crohn's or Colitis symptoms are less likely to visit their GP.

Our Cut the Crap public awareness campaign was created to explain what to look out for and to direct people towards our online symptom checker, where they can check in just 30 seconds whether they should see their doctor. Through our Cut the Crap Campaign, we're working with politicians and policy makers to make early diagnosis a reality: We are also working with healthcare professionals and health leaders to ensure people who are suspected of having one of the conditions are appropriately prioritised for diagnosis and receive the best possible treatment. Since its launch over 250,000 people have used our symptom checker.





## Advocacy

We campaign for a better quality of life for people with Crohn's and Colitis. And we speak up on issues from employment to health policy, and from transport to toilets. We work with the NHS to benchmark and improve standards of care, using the findings as a launchpad for our discussions with health leaders and governments to change things for the better.

## Services


Each year, our helpline team respond to over 9,500 queries via email, phone, social media, and live chat. We provide up-to-date, evidence-based information and can support you to live well with Crohn's or Colitis.

“I feel confident, regardless of the outcome, I can live life well. It was a seriously life-changing call. I am deeply thankful! They referred me to relevant parts of your website and empowered me to know when to reach out to my GP.”

“On all occasions I've contacted them, they've helped me understand my disability better, thank you.”

## Our commitments

We're dedicated to our mission. We innovate and adapt to ensure we are finding new and improved ways to make a real difference to the lives of people with Crohn's and Colitis. For over forty years, we've supported the community and shaped the conversation about Crohn's and Colitis. We continue to be here to give people affected by Crohn's and Colitis hope, comfort, and confidence. We make their voices heard and help them live freer, fuller lives.

As we grow our ambitious plans, we are making strides to become fully inclusive in our approach and have commenced an anti-racism programme alongside our recently reviewed EDI policy. You can take a look at this, along with our public statement  [www.crohnsandcolitis.org.uk/edi](https://www.crohnsandcolitis.org.uk/edi).

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It's a pleasure to be a member of the EDI working group. Involving a diverse range of people in all areas of our work is vital. It helps ensure the research and services we fund helps all sections of our community. The focus being placed on diversity and inclusion by Crohn's & Colitis UK is both timely and important.

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## The future

As we look forward, the charity is in great shape to do even more for our community. Our income has been steadily rising since 2021, with an income of over £8M in 2024. We are investing in a new ambitious strategy, which we are developing now for launch at the end of the year.

We are just at the beginning of change in some areas - we have a great social media following but we want to maximise our digital platforms with an updated website launched in 2025, in line with a brand refresh.

A great strength of the charity is our amazing supporter base who are powerful advocates for change. They get involved through our membership, fundraising, campaigning or following our social media channels.

Our community is at the center of Crohn's & Colitis UK. Their support and insight help us build an evidence base that meets our ambition and turbo charges our aspiration to grow public awareness and deliver system change. We have made a start but there is much more to do and the opportunity to shape our delivery plans.

### So, what can you expect as we embark on this journey?

Despite our long history, this is a period of exciting change for Crohn's & Colitis UK. We need a strong, adaptable, and resilient team of individuals to help drive our work forward and create a step change for people with Crohn's and Colitis. It's a bright, ambitious future and you could be part of it.



# How we work

Our values are fundamental to how we treat our staff and supporters, shaping everything we do and underpinning our decision-making. This is how we make sure we're there for people who need us.

If you're ambitious, compassionate, and believe in the power of uniting to be stronger together, we might just be the place for you.



Every day we strive to make the greatest impact possible on the lives of people with Crohn's and Colitis. We are experts in our field and work hard to make a difference - we are relentless in striving for improvement.



We are rooted in empathy and kindness. We're there for everyone living with Crohn's or Colitis, and when people turn to us for information and support, we listen.



We're a community, and we work together with the aim to help people support themselves. We learn from everyone we work with, and we are always looking for new ways to collaborate and develop together.

With our values in mind, we are naturally committed to equality, diversity, and inclusion (EDI). We're working hard to reduce and remove barriers to working here, guided by industry best practice and our recently reviewed EDI Policy.

We value equality and want to make sure we get the best person for the job every time so want to hear from people of all backgrounds and with a range of experiences.

## Are You IN?

We lead by example in our approach, committing to support people with invisible disabilities and conditions like Crohn's and Colitis.

One of the ways we do this is through our Are you IN? programme, committing to:

- educate all employees on invisible conditions, specifically, Crohn's and Colitis.
- empower managers, HR, and people living with invisible conditions and disabilities to talk with confidence.
- Enable access and install Not Every Disability is Visible accessible toilet signs in our company accessible toilets



# Looking after our staff

## Pay and progression

We review all salaries annually, based on lots of factors. We look at an individual's contribution, development against our competency framework, cost of living, and market benchmarking.

We're committed to the training and development of our employees. We have a performance review and development scheme designed to help all staff develop in their roles and budget is available for training related to each role or progression.

Financial support and/or study leave may also be offered to individuals where appropriate.

## Giving you options

We are based in Hatfield, Hertfordshire, so we are easily accessible by road and rail.

In this role, there is plenty of scope for a hybrid approach working from home, although there will be times when you will need to be at face-to-face meetings in Hatfield or other locations across the UK. There is a requirement for you to attend a minimum of 12 in person days a year, including two Directorate meetings and the charity's mandatory 'All Staff Together' days which take place four times a year at our offices in Hatfield or a location in London. In addition, there will be a requirement to attend site visits, conferences and events as required.

For staff who work out of the Hatfield office regularly, we know that routine travel to and from work can be expensive and you may want to buy annual tickets to reduce this cost. We offer an interest free loan for season tickets, repaid directly from your salary each month and our cycle to work scheme lets staff buy a bike in installments so you can travel in the way that best suits you. Our office provides free parking and secure bike locks.

## Your wellbeing as a priority

All staff have access to our Employee Assistance Programme which provides training, information, and counselling sessions for a range of issues both inside and outside of work. This free, confidential service is available by phone and online 24 hours a day, 7 days a week, 365 days a year.

Our wellbeing programme consists of events for all staff, exploring mental health and wellbeing-boosting activities in a safe, supportive environment.

These activities are supported by our Wellbeing Policy which outlines best practice and prioritises the mental health and wellbeing of our staff.



# The role

**Job Level:** Implement

**Reports to:** Research Manager

## Overall Purpose

To support the delivery of the charity's research aims in accordance with the research strategy, including our programme of grants, working with networks and partners to drive increased investment in research for people with Crohn's and Colitis and our work to support increased patient and public involvement in research.

## Job Responsibilities

### 1. To contribute to delivery of Crohn's & Colitis UK's research aims in accordance with the research strategy

- Support the Head of Evidence, Information & Research and the Research Manager to deliver the implementation of the charity's research strategy.
- Support the Research Officer to manage a portfolio of research grants throughout the grant lifecycle including peer review, award and post-award reporting, ensuring compliance with the Association of Medical Research Charities requirements.
- Work with the Evidence and Insight team to ensure research programmes are focused on the needs and priorities of people with Crohn's and Colitis.
- Work with the Knowledge and Information team to ensure that the latest research findings are translated into information for people with Crohn's and Colitis.
- Provide support to researchers and healthcare professionals to involve people living with Crohn's and Colitis in their research at all stages of the research life-cycle, in accordance with our Patient and Public Involvement offer.
- Represent the charity at external conferences, events and site visits to funded projects, across the UK as required, including overnight stays as needed, to monitor progress and build relationships with key stakeholders.
- Work collaboratively with other teams ensuring effective engagement with staff across the organisation to ensure the work of the Research team aligns and supports the work of other teams for the wider benefit of people affected by Crohn's and Colitis.
- Develop networks and horizon scan across the sector to keep up to date and identify future areas and opportunities for partnership on research.
- Lead and manage the delivery of projects in accordance with project management methodology.

### 2. Deliver high quality programmes, projects and processes within the remit of the Research Team to support Crohn's & Colitis UK's aims and objectives:

- Be responsible for delivering agreed activities, ensuring they are completed on time and within budget. Monitor progress, evaluate results and make improvements to enhance the effectiveness and impact of activities and processes.
- Work collaboratively across the charity to ensure the successful delivery and integration of work.

### 3. Diversity, Equity and Inclusion:

- Ensure equity, diversity & inclusion and the voices of those with Crohn's and Colitis are considered in all aspects of the teams work.



## 4. Charity Responsibilities

- Ensure the charity operates in compliance with all relevant legislation, regulations and the charity's policies and procedures.
- Ensure the safe, secure and ethical use of all data and information you access. This includes protecting sensitive data, following charity policies and legal requirements and ensuring information is only used for the right purposes.
- Role model best practices and foster a culture of responsible data use at all times.
- Represent the charity as required at events.
- Role model proactivity and behaviors in line with the charity's values and uphold the reputation and integrity of the charity.

The purpose of this job description is to focus attention on the most important aspects of the jobholder's role. It is not intended to be a complete list of the duties; therefore, it is to be expected that the day-to-day performance of the job will include tasks not listed above. The list of duties for which the jobholder is responsible may reasonably be varied or added to at the discretion of the charity.

# What you'll bring

## Knowledge, skills & attitudes

### Essential:

- Experience of research administration or management at a University/Research Institute or from a grant-giving organization.
- Evidence of experience of supporting patient and public involvement in research or as part of quality improvement projects in a UK wide healthcare context
- Evidence of establishing and maintaining effective relationships with external and internal stakeholders
- Proven communication skills including excellent written skills
- Evidence of collaborative working and a team approach
- Evidence of proactively identifying, developing and delivering new initiatives
- Evidence of horizon scanning and networking to keep up to date with research and quality improvement developments across the UK and beyond
- Educated to degree level in a biomedical science or equivalent experience working in a research administration or a research management role.

### Desirable

- Experience of working in health and/or science research environments
- Evidence of knowledge and use of project management methodology
- Knowledge and awareness of the needs of people affected by Crohn's and Colitis.



# What we offer

## Salary

The salary for this position will be £33,765 - £37,000 per annum depending on experience.

## Annual leave

All staff receive a full time annual entitlement of 25 days. This increases by one day for each year worked, up to a maximum of 30 days. This is in addition to bank holiday days.

## Salary sacrifice pension scheme

Staff are automatically enrolled into our Group Personal Pension Plan after 3 months, which is offered with two levels of contribution, as outlined below.

Employer contribution % of basic annual salary	Length of pension membership	Employee contribution % of basic annual salary
5%	On joining the scheme	3%
8%	After 6 months the member can choose to move up to this band or stay on the initial rates	5%

## Hours

Our standard working hours are 35 per week and core hours are 9am to 5pm. However, there may be flexibility around these hours with manager agreement. Several roles are undertaken on a part-time basis, and we are open to discussing working arrangements that suit the role, business need and the person in post.

## Additional benefits

We also have a range of flexible, family-friendly policies including enhanced maternity, adoption and paternity pay.

# What's next

We hope this pack has inspired you to join us and given you all the information you need to take the next step. However, if you have any questions about what we do here, the role or need more practical information, don't hesitate to get in touch with Cristina Lujan-Barroso, Research Manager by emailing on:

[Cristina.lujan-barroso@crohnsandcolitis.org.uk](mailto:Cristina.lujan-barroso@crohnsandcolitis.org.uk)

If you've got everything you need and you're ready to apply, please send your CV and supporting statement to

[jobs@crohnsandcolitis.org.uk](mailto:jobs@crohnsandcolitis.org.uk).

Your statement should give examples of how you meet the criteria of the person specification, and what you feel you would bring to this role.

**Final closing date: Wednesday 7 January 2026, 9am**

Interviews will be held remotely on Thursday 22 and Friday 23 January 2026.

We are an inclusive employer and offer equal opportunities to all, regardless of an individual's age, disability, gender identity, marriage or civil partnership status, race, religion or belief, sex and sexual orientation.

If you have a disability and wish to request a reasonable adjustment at any stage of the recruitment process, please contact [jobs@crohnsandcolitis.org.uk](mailto:jobs@crohnsandcolitis.org.uk).

We are not a licensed sponsor at this time. Any offer of employment will be made subject to the applicant residing in the UK and a valid right to work in the UK being provided.










Thank you for  
your interest

You can follow us on social media

 /crohnsandcolitisuk  @CrohnsColitisUK  @crohnsandcolitisuk

 [www.crohnsandcolitis.org.uk](http://www.crohnsandcolitis.org.uk)

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**CROHN'S &  
COLITIS UK**