



Resource

Admin/ research assistant

Are you looking to support the work of NRAS in helping those living with RA? Do you have administration and/or research skills? Do you have access to a computer/laptop and Microsoft Office? Then this may be the role for you!

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The National Rheumatoid Arthritis Society (NRAS), is the only patient-led organisation in the UK specialising in rheumatoid arthritis (RA) and juvenile idiopathic arthritis (JIA). Due to its targeted focus on RA and JIA, NRAS provides truly expert and wide-ranging services to support, educate and campaign for people living with these complex autoimmune conditions, their families and the health professionals who treat them.

Our volunteers are integral to our service delivery and help by providing a listening ear, taking part in research projects, raising awareness of RA and JIA and their impact, providing administrative backup and much more!

About the role

To undertake a wide range of administrative/research duties, as part of a team, which are typically carried out within the boundaries of established NRAS routines and procedures. The post will entail the maintenance of computerised systems through accurate data input (training will be given) and support for workshops/focus groups/interviews as required. Under the supervision of the Research Co-Ordinator or Engagement Manager you will manage research projects.

How much time should you offer? When would you be needed? Where will you be based?

- ideally able to commit for a year initially. Hours will vary depending on the activity, but will usually be 8-10 hours per week.
- hours can be flexible eg 2 mornings or 2 afternoons per week
- due to the pandemic all roles are currently home based and virtual but in the future it could be a combination of home based and virtual work

What activities will you be involved in?

- inputting data into our database (Salesforce)
- email correspondence with our members/volunteers/supporters/partners
- research pro

What you will gain from the role

- knowledge you will be helping NRAS to deliver its services efficiently and professionally
- opportunity to engage with respected charity and its partners
- induction and training programme
- ongoing support and supervision
- work experience, if applicable, to broaden your knowledge and help develop transferable skills
- reimbursement of out of pocket expenses as defined in NRAS's volunteer policy

What we are looking for

- an interest in RA and current treatments and research
- excellent attention to detail in terms of maintaining records, collecting and compiling data and preparing reports
- ideally able to commit for a year initially. This role will involve 8-10 hours volunteering per week ideally
- access to a computer and phone

What provisions are being made for COVID-19?

Due to the pandemic, all roles are currently home-based, but in the future, it will be a combination of home-based and "out in the community" activity.

How do I apply?

Click on the button at the bottom of this page.

All volunteers will need to complete an online application form and provide referees. Depending on the nature of the role volunteers may also be required to complete a DBS form.

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[Apply for this role](#)

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