



### **Project Officer**

Can you apply excellent project management skills to offer essential project support to the range of activities in the programme of audit and research at the UK Kidney Association?

**Salary:** £36,000  
**Contract:** Permanent  
**Hours:** Part-time (at least 3 days per week), flexible working  
**Location:** Bristol  
Combination of office-based and remote working

### **The Job:**

The project officer is responsible for effective administration and management of the activities in the programme of audit and research at the UK Kidney Association. This will include managing administrative processes, project managing numerous work streams and organising events, such as meetings, workshops and courses.

### **The person:**

- Exceptional written and verbal communication, and interpersonal skills
- Project administrative experience
- Highly organised and motivated
- Analytical mind and proactive approach
- A knowledge of research would also be advantageous

For further information on the role or to apply please email [Jennifer.barwell@renalregistry.nhs.uk](mailto:Jennifer.barwell@renalregistry.nhs.uk). Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

***Closing date: Wednesday 8<sup>th</sup> September***