

Research Assistant

My Home Life England

Department of Interprofessional Healthcare

School of Health and Medical Sciences

www.citystgeorges.ac.uk/

August 2026



Athena
Swan
Bronze Award



Role Profile	
Post:	Research Assistant – My Home Life England
Department:	Department of Interprofessional Healthcare
School:	School of Health and Medical Sciences
Grade:	5B
Tenure:	Full time, permanent subject to fixed-term funding for 3 years
Responsible to:	Dr Rebekah Luff

Context

My Home Life England (MHLE) is an evidence-based initiative that supports quality of life in social care.

We are part of City St George's, University of London, based in the School of Health and Medical Sciences, and we form part of the international My Home Life movement.

For 20 years, we've worked alongside care services to support and develop the social care sector. We are a small team that has a big impact.

Our mission

To improve quality-of-life for people receiving care and those who support them, by empowering confident care leaders, improving care experiences and creating sustainable care systems. We do this through our professional development programmes for care leaders, innovative research projects to support the sector, and sector partnership initiatives.

Our work

Working across England, we support care leaders (including from care homes, homecare, and supported living services) to grow their leadership skills and professional confidence. This empowers them to lead strong teams and deliver great quality care, whilst also looking after their own wellbeing.

Our research shows that when care leaders have the right support and development, it creates a positive ripple effect through their care service, leading to:

- Stronger, more engaged teams
- Better outcomes for people receiving care and support
- Positive care cultures
- A more resilient social care system

Our values:

- Collaborative
- Relational
- Curious
- Focused
- Aspirational

Four key frameworks underpin our approach – working together, building good relationships, being positive, and having open and caring conversations – values that help us bring people together to create lasting, positive change in the way that care is delivered.

Job Purpose

This role would support My Home Life England's research, evaluation and professional development activities. These include:

- Supporting a Rayne Foundation funded project, which will develop, run and evaluate a National Care Sector Leaders Programme. Working in partnership with the Care Provider Alliance, the project will identify and develop the future national leaders of the care sector. The post holder will work alongside My Home Life England colleagues, wider system stakeholders (including NHS), care practitioners and people drawing on care and support to develop, co-ordinate and evaluate the programme. The project will explore and advance the development of a healthy infrastructure within the care sector, strengthening partnership working and national governance.
- Supporting the planning, co-ordination and general management of My Home Life's evidence based professional support and leadership development programmes for registered managers and other social care leaders. This role does not include delivering/facilitating programmes.
- Supporting the quantitative and qualitative evaluations of My Home Life programmes and wider activities to provide impact evidence to the sector and continue to develop our offer.
- Supporting research activities relating to a range of commissioned projects. For example, recently completed projects included: improved outcomes through partnership working between care providers and the wider system; an evaluation of Shropshire Council's virtual care delivery service; what good leadership in homecare looks like; and one of the largest ever qualitative research studies on older people's experiences of living in residential care.

Main Responsibilities

The successful candidate is expected to contribute to the following main duties:

- Support the design, analysis and writing-up of both quantitative and qualitative programme evaluations
- Work with the Director and National Programme Manager to support the day-to-day management of a National Care Sector Leaders programme, including liaising with the project partners and advisory group, as well as people with lived experience.
- Support the development and delivery of an evaluation of the National Care Sector Leaders programme which will include some quantitative evaluation as well as qualitative, to understand the impact on both individuals, their teams and wider systems.
- Manage the planning and co-ordination of professional support and development programmes for care providers, which are delivered by My Home Life's team of facilitators. This includes liaising with local authorities, commissioners and programme participants.
- Support the ongoing quantitative and qualitative evaluations of My Home Life's programmes and wider activities and report the findings and impact to relevant sector audiences. This includes setting up online surveys.
- Work with My Home Life's Research Fellow, Director and National Programme Manager on a range of social care related research and evaluation activities as they arise.
- Opportunities to speak at conferences and care sector events.
- Work with the comms and marketing team to help report findings and activities to relevant audiences – this could include commissioners of care services, care providers, people who draw on care and support, families, the wider healthcare sector as well as other academic researchers.
- Managing student placements into care establishments (mainly care homes).
- Liaise with colleagues across the Department of Interprofessional Healthcare and the wider university on relevant activities. This could include around integrated care, student placements or care technology.
- Promoting and modelling at all times the MHLE values and working with the 4 conceptual frameworks which underpin the My Home Life movement. (Developing best practice, Focusing on relationships, Being appreciative, and Having caring conversations).

Additional information

- The post holder must at all times carry out their responsibilities with due regard to City St George's, University of London's Equal Opportunities Statement.
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with General Data Protection Regulation 2018 (GDPR) the Data Protection Act 2018.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of City St George's, University of London.

Workplace values

The post holder will be expected to operate in line with City St George's workplace values which are:

- We care
- We learn
- We act

Sustainable Development

City, University of London is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment for City and the wider community.

Details of policy, information and staff development supporting the policy on the environment and sustainability can be found at www.city.ac.uk/green-policies.

Equality, Diversity and Inclusion Statement (EDI)

City St George's, University of London works to advance equity, diversity and inclusion in its activities, processes, and culture, for our whole University community, including staff, students and visitors.

The University meets its responsibilities under the Equality Act 2010 and is dedicated to eliminating discrimination regardless of age, disability, neurodiversity, sex, gender identity or reassignment, marital or partnership status, pregnancy or parental status, caring responsibilities, sexual orientation, race, ethnicity, nationality, religion or belief, or socio-economic background. We recognise the importance of intersectionality and are committed to assessing all candidates fairly, ensuring that recruitment decisions are based on merit and potential, free from assumptions or systemic barriers. No one shall experience unfair treatment as a result of the lawful opinions that they hold or any protected characteristic.

City St George's regards freedom of speech and academic freedom to be fundamental to delivering our mission as the University of business, practice and the professions. City St George's has a code of practice which sets out these values and explains how it will have particular regard for its duty to uphold, secure, and promote freedom of speech within the law. The University is committed both to protecting freedom of speech and to promoting a truly inclusive community.

Selection and promotion criteria are kept under review to ensure that individuals are treated on the basis of the job requirements and on their relevant personal merits; and are not disadvantaged by conditions or requirements which cannot be shown to be justifiable. As a Disability Confident Leader, City St George's, University of London operates a guaranteed interview scheme for disabled applicants.

Information you share about your personal characteristics can help us provide suitable adjustments and support throughout the recruitment process, if needed. All information you share is confidential and will not be used in the selection process. Further information on Equity, Diversity, and Inclusion at City St George's is available on our website.

Freedom of speech and academic freedom

City St George's, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law. See: [Code of Practice on Freedom of Speech](#).

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post, Department, School and City St George's, University of London.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.

Person Specification	
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Criteria	Essential (E) or Desirable (D)	Method(s) of Assessment: Application (A), Interview (I) or Exercise (E)
Qualifications and Knowledge		
A first degree relating to health & social care practice/policy or equivalent or equivalent professional experience	E	A
A Master's degree relating to health & social care practice/policy or equivalent or equivalent professional experience	E	A
Knowledge of IT packages such as, Word, Excel, PowerPoint, Outlook, Teams (intermediate level)	E	I
Experience		
Experience of conducting quantitative and/or research or evaluations. For example, surveys, interviews or focus groups and supporting analysis	E	A/I
Experience of working with or undertaking research with one or more of the following: health or social care settings, people who draw on care (sometimes referred to as service users) or with older adults	E	A/I
Managing a project involving a range of stakeholders – this could be a research project, co-ordinating an educational activity or other example where you oversaw the delivery of a project involving working with others	E	I
Experience setting up and analysing online surveys	D	A/I
Experience of conducting a literature review and writing it up	E	A
Skills and Abilities		
An understanding of the requirement to seek to improve equality, diversity, and inclusion in line with the University's Equality Act obligations and the public sector equality duty.	E	A/I
A general understanding of research ethics, and how these relate to research within social care	D	A/I
Demonstrate excellent interpersonal skills and ability to work closely with a team	E	I
Ability to write for a range of audiences, including academic, people who commission services, care managers and the wider public	E	A/I
Ability to plan effectively and work independently to meet deadlines	E	A/I
Ability to analyse problems and identify potential solutions within a team	E	A/I
Other		
An interest in the mission and vision of My Home Life England	E	A/I
Able to work at the Clerkenwell campus 2 days per week, including Mondays	E	A

Salary and conditions of service

The salient features of conditions of service are as follows:

- Salary will be within the range of £39,906 to £41,064 per annum on Grade 5B of the salary scales for Research staff.
- Annual Leave is 30 days, plus 8 statutory and 4 additional days during the Christmas holiday period.
- Automatic entry into the Universities Superannuation Scheme (USS) with the option to opt out.
- This post is permanent subject to fixed term funding for 3 years. This post is offered on a permanent contract, reflecting the University's commitment to providing greater stability for research staff. The role is funded through external research funding, which is currently confirmed for 3 years. Continued employment in this role will therefore be subject to the continuation or replacement of funding.
- This post is full time.
- All offers of appointment are subject to City St George's receiving satisfactory references and medical clearance.
- All posts at City St George's are subject to reasonable adjustment under the Equalities Act (2010).
- All appointments at City St George's are subject to a probationary period.

Applications

When preparing your application, you should address carefully the post details enclosed and in particular the qualities outlined in the Person Specification. Please include examples where appropriate.

All applications must be received by the advertised deadline.

For an informal discussion please contact Rebekah.luff@citystgeorges.ac.uk

Further Information

City St George's operates a no smoking policy.

City St George's offers an excellent pension scheme, generous leave allowance, season ticket loan, a good working environment and access to fitness and social facilities.

City St George's, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture for our whole community, including staff, students and visitors.

We welcome applications regardless of age, caring responsibilities, disability, gender identity, gender reassignment, marital status, nationality, pregnancy, race and ethnic origin, religion and belief, sex, sexual orientation and socio-economic background.

City St George's operates a guaranteed interview scheme for disabled applicants.

If you have a disability and are interested in this post, City St George's welcomes your application. For an informal discussion you may wish to contact the Recruitment Team on:

Telephone: 020 7040 3085
E-mail: recruitmentcoordinators@citystgeorges.ac.uk