



Community Research Network Project

Job Description

Young People with Special Educational Needs & Disabilities Newham Community Research Network (NCRN) Coordinator

Closing date: **13 March 2026**

Interview: **week of 30 March**

Post title: **Young People with SEND NCRN Coordinator**

Responsible to: **The 5Es and accountable partners**

Background

The Young People with SEND Community Research Network is one of the three citizen scientist networks in Newham.

We aim to increase the voice of underserved communities through the organisation of thematic networks

1. Refugee and migrant communities
2. Young people and SEND
3. Marginalised Women & Girls

Forty-five citizen scientists will be paid and attend the UCL training and will support each network to conduct research on the issues that matter to network members.

For more information about the overall Programme please contact:

Marilyn@compostlondon.org.uk

Responsibility

Establishing and running an effective Community Research Network for Young People with SEND with an interest in Community Engagement and Research in the London Borough of Newham. As part of the role you will support young people with SEND (18-25) to train as citizen social scientists and become Community Researchers.

Post based at: The 5Es and Rix Inclusive Research (University of East London E16)

Salary: £14,100 (gross, part time)

Duration of contract: 12 months

Hours: 14 hours per week including some evening and weekend work

Annual leave: 15 days plus bank holidays

Purpose of role

Establish, develop and run a Community Research Network for Young People with SEND with an interest in Community Engagement and Research in the London Borough of Newham. This postholder will engage with target groups of young people with SEND and encourage participation in the Community Research Network to facilitate an innovative programme of network meetings, communities and shared learning. This will also include recruiting and supporting a small team of young people with SEND to train as Citizen Social Scientists to become Community Researchers.

Main responsibilities

a	Lead on establishing an operational Community Research Network Hub focused on Young People with SEND. Ensure diverse representation from local stakeholders, recruiting new organisations 5-10 new groups each year over the next 2 years.
b	Lead on community engagement activities with communities of Young People with SEND in Newham to identify emerging priorities and enablers to reduce barriers to engagement with public sector bodies.
c	Devise and implement inclusive research practice that will foster relationships within young people with SEND communities as well as other key stakeholders in order to support the network as well as influence and promote social and policy changes.
d	Organise a minimum of quarterly Network meetings to identify and address young people with SEND community needs.
e	Strengthen Young People with SEND Community Research Network through scheduling quarterly network meetings to discuss progress, challenges and upcoming opportunities.

f	Develop shared mission, goals and values to align all members to the Network and promote collaboration.
g	Manage Network meetings and communications in a collaborative working way, for sharing good practice, for example easy read templates, policy documents and frameworks that network members can adapt as a local resource.
h	Recruit and support a team of Young People with SEND Citizen Social Scientists to work as Community Researchers.
i	Support Citizen Social Scientists in developing a minimum of two community-led research methodologies tailored to their community.
j	Promote and share good practice bringing the latest thinking of inclusive research to the attention of network members.
k	Collaborate with UCL on the training programme for young people with SEND to ensure the participation of the target communities to successfully complete the training as Community Researchers.
l	Work with at least two new network members annually from diverse stakeholders, including public sector, academia and funders to strengthen collaboration and resource-sharing.
m	Maintain ongoing communication and feedback channels with community organisations; Voluntary, Community and Faith organisations (VCFOS), Statutory organisations and Businesses to ensure transparency and involvement in research activities.
n	Produce quarterly reports on progress towards Knowledge Performance Indicators (KPIs), including challenges and successes in network building and recruitment. This includes recording monitoring data for quarterly reporting on network achievements against relevant targets.

General

a	To work flexibly and lead the Young People with SEND Community Research Network sharing skills and knowledge as required to provide an effective and reliable service
b	To work within Young People with SEND Steering Groups values and vision
c	To comply with The 5E's policies and procedures, particularly data protection/GDPR, health and safety, safeguarding, equality and diversity, on behalf of the Network of Partners
d	To be willing/able to travel around Newham borough
e	To be willing to work the occasional weekend/evening when required
f	To undertake any other duties as required, and as appropriate to the post
g	It involves being out in the community in Newham, East London and other areas

Person Specification

Young People with Special Educational Needs & Disabilities (SEND)

Newham Community Research Network (NCRN) Coordinator

	Essential or Desirable	Application documents	Assessment Test	Interview
Relevant Experience				
Substantial previous experience of working in the voluntary sector, youth work, with young people with SEND, parents/carers and a community engagement role.	E	✓		✓
Ability to communicate clearly and engage with and influence potential supporters and networks, at all levels.	E	✓		✓
Good IT skills – using Social Media, Microsoft Office and other appropriate packages	E	✓		✓
Good understanding and experience of managing budgets and delivering against targets.	E	✓		✓
Substantial experience of networking and developing excellent working relationships with a broad range of organisations.	E	✓		✓
Experience of producing clear and accurate information resources in a variety of formats for different audiences.	E	✓		✓
Skills and Competencies				
Ability to organise own workload and commitment to working flexibly as part of a team	E	✓		✓
Thinking creatively to maximise new opportunities.	E		✓	✓
Ability to work in different environments and deal with conflicting demands	E	✓		✓
Understanding and belief in inclusive values, “Nothing About Us Without Us” for the young people with SEND community	E	✓		✓

A good understanding of the social model of disability and how to use this in practice	D	✓		✓
Excellent problem solving skills, initiative and creative approach to working	E	✓		✓
Excellent listening and interpersonal skills	E			✓
Champions equity, equality, diversity & inclusion	E	✓		✓

Job Title	Young People with Special Educational Needs & Disabilities (SEND) Newham Community Research Network (NCRN) Coordinator
Hours per week	14 hours per week, 12 months
Annual Leave	25 days pro rata
Salary:	£14,100.00 (0.4 FTE)
Closing Date Interviews	13.03.2026 Week of 30.03.2026
Location	This is a hybrid role, with access to a work space at The 5Es and Rix Inclusive Research, UEL, E16, agreed with your Line Manager.
Start date	On receipt of two satisfactory written references

How to Apply

Applicants are advised to clearly demonstrate their skills, knowledge and ability to meet 60% or more of the essential duties listed in the person specification.

1. Please provide a statement of between 500 and 700 words or a two-minute video that addresses the Job Description and Person Specification
2. Clearly number each example, highlight your skills, knowledge and experience for each duty
3. Complete the equality & monitoring form and return with your application. Please note: Filling in the equality & monitoring form is voluntary and any information will not be taken into account as part of the interview or selection process.

If invited to Interview

We will be asking you to prepare a short plan for what you would like to achieve in your first 3 months in this role. This can be in any format you think suitable and that showcases your ability as a coordinator. At your interview you will be asked to share this plan with a panel and will be asked some additional questions.

If at any stage of the application process you require any reasonable adjustments or adaptations please do get in touch with the5esdevelopment@gmail.com

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