

JOB DESCRIPTION

Project Co-ordinator / Operations Assistant

About ASIF

The Axial Spondyloarthritis International Federation (ASIF) is an international membership organisation representing patient associations supporting people living with axial spondyloarthritis (axSpA) worldwide. AxSpA is a painful, chronic inflammatory form of arthritis affecting approximately 1 in 150 people.

ASIF currently has 60 member associations across 48 countries and six continents. Our mission is to increase awareness and improve understanding of axSpA globally. We coordinate World AS Day each May and host a face-to-face Council Meeting every two years (next taking place in Athens, 7–10 October 2026).

Founded in 1988, ASIF is a UK-registered Charitable Incorporated Organisation (CIO no. 1205000) with a small, fully remote staff team.

About the Role

We are seeking an experienced and motivated Project Co-ordinator to support the delivery of a funded international research study. The project involves an ambitious global online survey of people living with axial spondyloarthritis (axSpA) and psoriatic arthritis (PsA), with participation anticipated in up to 60 countries.

The role will be split approximately:

- **70–80% project coordination**
- **20–30% organisational and operational support**

You will work closely with the Project Manager, international member organisations, external agencies, and scientific and steering committees.

This is an exciting opportunity to contribute to a high-profile international study with real-world impact for people living with inflammatory arthritis, while working within a small, dedicated and collaborative remote team.

Key Details

Location: Fully remote (work from home), preferably within 2 hours of GMT

Contract: Full-time, fixed-term (18 months, with potential extension up to 4 years depending on funding)

Salary: £38,000–£40,000 per annum

Hours: 37.5 hours per week (with flexibility)

Reporting to: Director of Operations (with close working relationship with the Project Manager)

Closing date: 11 March 2026

Job Purpose

As Project Co-ordinator, you will play a hands-on role in delivering all stages of the research project lifecycle — from study set-up and ethics submissions through to recruitment, reporting and dissemination.

You will also provide operational support to ASIF's wider work, including events, communications and membership support.

Key Responsibilities

1. Project Set-Up

- Support development of project plans, protocols and standard operating procedures (SOPs)
- Organise and maintain the Trial Master File and core study documentation
- Prepare ethics submissions and liaise with ethics committees
- Develop clear information materials for patient organisations and participants
- Document study procedures for external agencies
- Source and document validated instruments for survey use
- Communicate study information clearly to diverse stakeholders

2. Country-Level Study Launch

- Support survey kick-off meetings in participating countries
- Coordinate user testing of the online survey
- Establish recruitment monitoring systems and reporting processes

3. Recruitment

- Monitor recruitment activity and identify risks
- Liaise with in-country contacts to support recruitment
- Track, analyse and report participant numbers

4. Governance

- Support Steering Committee and Scientific Committee meetings
- Act as a point of contact for committee members

5. Dissemination

- Support delivery of live and virtual events to share findings
- Coordinate report production and translations

- Liaise with academic partners on manuscripts
- Support abstract submissions to rheumatology congresses

6. General Operational Support

May include:

- Event planning and coordination
 - Website and social media support
 - Supporting other projects
 - Membership administration
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About You

You will be:

- Highly organised and detail-oriented
 - Self-motivated and confident working remotely
 - Comfortable managing multiple priorities
 - Proactive in identifying issues and solutions
 - Culturally sensitive and confident working internationally
 - Flexible and willing to support a small team where needed
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Person Specification

Essential Experience

- Experience working on a research project (ideally in healthcare or epidemiology)
- Supporting multi-stakeholder, multi-site or international projects
- Maintaining complex project documentation
- Coordinating elements of research independently
- Using MS Office and digital collaboration, data and videoconferencing tools

Essential Skills & Attributes

- Excellent organisational and coordination skills
- Strong attention to detail
- Excellent written and verbal English
- Ability to build effective international relationships
- Ability to manage competing priorities
- Professional, diplomatic and flexible approach
- Understanding of working within a small organisation
- Awareness of social media and communications

Other Requirements

- Willingness to travel internationally occasionally (once or twice per year, up to one week at a time)

Desirable

- Understanding of research ethics and informed consent

- Experience of working fully remotely and in a very small team
 - Experience designing processes or data capture tools
 - Awareness of the lived experience of inflammatory arthritis or other chronic conditions
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Application Process

Please submit:

- Your CV
- A maximum two-page covering letter explaining how you meet the requirements of the role

Applications should be sent to:

applications@asif.info

For the attention of: Jo Davies

Closing date: Wednesday 11 March 2026

Interviews: First interviews – 18/19 March 2026 (online)

Successful candidate will be asked to provide two references.