**Reader Support Worker**

**Line Manager:** Professor Rhiannon Tudor Edwards

**Location:** Bangor University and her home office near Beaumaris, Anglesey, flexibly as needed

**Hours:** between 20 and 24 hours per week, flexibly as needed

**Salary:** £25 per hour

**Closing date:** Monday 22nd September 2025 at 5pm

**Application process:** A short CV, a letter explaining why this role appeals to you/personal statement (2 page maximum), the names and contact details of two referees, and your available start date.

(to: r.t.edwards@bangor.ac.uk)

**Start date:** Monday3rd November 2025 or as soon as possible afterwards

**Advert**

Opportunity for an individual to work as a Reader Support Worker for Professor Rhiannon Tudor Edwards, who is blind, to undertake work-related tasks. Professor Edwards is co-director of the [Centre for Health Economics and Medicines Evaluation](https://www.bangor.ac.uk/cheme) (CHEME) at Bangor University, and leads the [Public Health and Prevention Economics Research Group](https://www.bangor.ac.uk/cheme/public-health-and-prevention-economics-research) (PHERG) at CHEME.

**Purpose of the job**

Professor Edwards uses screen reader technology and is able to work independently for a large part of her role. She complements this with reading support through the Access to Work Programme.

The Reader Support Worker role involves providing assistance with tasks that require reading, writing or visual navigation on the laptop and using websites, e.g., relating to university interactive portals, developing research bids, preparing and submitting manuscripts for peer-review publication, creating PowerPoint slides for teaching and conference talks, proofreading, and providing feedback on postgraduate students’ work. The role also involves sometimes accompanying Professor Edwards to activities across the University, acting as sighted guide, particularly while she is awaiting her new guide dog. This post offers an excellent opportunity for learning more about health economics and the work undertaken by health economists at CHEME.

Applications are welcome from candidates who have experience of working in a university setting in either a senior administrative role, research officer or research project support officer role. The candidate will have experience of university online processes related to academic, research and teaching activities.

The successful candidate will be expected to commence on 3rd November 2025 or as soon as possible afterwards, with an initial 3-month probationary period. This role will be located on campus at Bangor University and homeworking with Professor Edwards near Beaumaris, Anglesey, as required.

This post is funded by the Department for Work and Pensions as part of the Access to Work programme. It requires the successful candidate to be self-employed or register as self-employed, have a driving license and vehicle, and to work reasonably flexibly. This can be negotiated.

For informal enquiries, please contact Professor Rhiannon Tudor Edwards, email: r.t.edwards@bangor.ac.uk.

**Closing date for applications**: Monday 22nd September 2025 at 5pm

**Main Duties and Responsibilities**

* Navigating online portals within Bangor University for grant development and management (e.g., Worktribe) and staff administration (e.g., iTrent).
* Navigating online portals for grant management and submission (e.g., NIHR systems).
* Navigating online portals for manuscript submission to peer-reviewed journals.
* Sometimes accompanying Professor Edwards to activities across the University, acting as sighted guide, particularly while she is awaiting her new guide dog.
* Assisting with producing professional PowerPoint presentations as part of teaching and conference materials.
* Assisting with proofreading student work at postgraduate level.

**Person Specification**

**Qualifications/Training**

Essential

* Undergraduate degree (2:1 or better) or significant experience in a senior administration role at Bangor University or an equivalent institution.

**Experience/Knowledge**

Essential

* An interest in higher education institution activities, evidence-based policy and research, population health, and health economics.
* Some experience with quantitative and/or qualitative research methods and ability to interpret studies in this area, or willingness to learn about them.
* Knowledge of Bangor University online portal systems (Worktribe, iTrent, MyBangor, Pure), or willingness to learn about them.

**Skills/Abilities**

Essential

* Willingness to act as sighted guide and to accompany Professor Edwards to some activities in the University.
* Good communication and interpersonal skills.
* Ability to clearly and confidently read text aloud, and happily read tables and describe figures.
* Experience of searching for relevant research literature (e.g., using Google Scholar).
* Excellent referencing skills.
* Excellent proofreading skills.
* Excellent attention to detail when completing online and paper forms.
* Willingness to work flexibly and undertake some personal tasks for Professor Edwards (e.g., arrange travel).
* Computer literacy in Microsoft Outlook, Teams, Word, Excel, PowerPoint, and Zoom.

Desirable

* Ability to speak and write in Welsh.

**Other**

Essential

* Self-employed status or willing to register as self-employed, as this post is funded by the Department for Work and Pensions through Access to Work.
* Willingness to use and insure own car for some local business trips with Professor Edwards.
* Ability to be discrete and treat material, particularly about other staff, as confidential.

**Disclosure & Barring Service**

This post is subject to a satisfactory enhanced Disclosure & Barring Service check.