



JOB PROFILE

Job Title:	Research Grants Coordinator
Salary:	£24,000 to £32,000 (depending on experience)
Contract:	Permanent
Responsible to:	Research Grants Manager
Location:	London (office based)

About the Charity

Children with Cancer UK is one of the UK's largest charities dedicated to understanding what causes children and young people to develop cancer, to develop improved treatments and survival and to provide care for those affected and their families. The Charity's team is dedicated to putting into practice the aims as laid down by the Charity's Aims and Objects under the guidance of the Trustees and its medical and scientific advisors.

About the role

- 1.1 Research within the Charity is undergoing an exciting time as the investment into world class medical research has increased. The Research Grants Coordinator is a new role designed to strengthen our grants management process and the administration of our research portfolio. The post holder will play a supporting role, helping to grow the Charity's capacity to fund more high-quality research.
- 1.2 The post holder is responsible for administering the on-going grant application process including launching funding schemes, processing application review and the routine management of existing grant awards. The post holder must also be available to occasionally represent the Charity at external meetings and conferences where appropriate.
- 1.3 The post holder will be part of the secretariat to the Charity's Scientific Advisory Panel (SAP), organising meetings and equipping them with the necessary information to fulfil their role. The post holder will provide support to the Research Grants Manager to ensure the Charity supports only the highest quality research and that the programme's outputs are continually reviewed – maximising the impact of the Charity's research investment.

Main duties and responsibilities

2.1 Grant Application Assessment

- To help to prepare funding schemes for launch including website/social media publicity and co-ordination through relevant research stakeholders
- Prepare and update changes to application forms and the respective guidance documentation for applicants
- Act as the primary point of contact for all applicant enquiries throughout the assessment process
- Support the Research Grants Manager selecting and contacting high-quality peer reviewers for all grant applications and ensure transparent assessments processes are followed
- Assist the review of research applications, performing eligibility checks assessing grant budgets

- Provide support to the Charity's SAP in organising quarterly meetings, the circulation of assessment material, providing detailed minutes of grant meetings and capturing detailed feedback to applicants
- Prepare decision letters to applicants and coordinate award letter and contracts

2.2 Grant Operations

- Act as the initial contact for active grant holders, dealing with routine enquires
- Process and record grant payments and assist the Research Grants Manager with forecasting grant expenditure
- Issue and collect interim reports from grant holders and assist the Research Grants Manager assessing the impact of the research performed
- Assist the Research Grants Manager to implement and update relevant best practice procedures to ensure a transparent and robust assessment process. Also assist with wider funding policy issues associated with governance
- Support the ongoing implementation of the Charity's new online grants management system and aid with the implementation of new systems for grants reporting
- Respond to enquiries about the Charity's funded research from the general public

2.3 Other responsibilities

- Contribute to achieving the overall objectives of the Charity and support other departments and events where required
- Support the Research Grants Manager in organising and supervising the running of annual Scientific Conference
- Represent the Charity at external events in a professional manner when required
- Provide support to the Research Grants Manager to any strategically relevant undertakings
- Assist and lead on the organisation of research related events including conferences and specialist meetings
- Assist in ensuring the scientific accuracy of internal and external communications around the research programme, for example in feedback letters, fundraising campaigns, newsletters, website content and press releases

Experience & Skills

	Essential	Desirable
Education & Qualifications	<ul style="list-style-type: none"> • Education to degree level in a scientific or medical discipline 	
Experience	<ul style="list-style-type: none"> • Advanced IT skills with Microsoft Office, in particular Excel. • Ideally, experience of grants management and the processes involved in pre and post grant administration or other relevant experience • Understand the basis of the scientific and research peer review process • Have some experience of supporting advisory committees • Writing Formal Minutes • Preparing reports and papers • Monitoring budgets • Working as part of a team but with key areas of responsibility 	<ul style="list-style-type: none"> • Experience of using a grants management system

	Essential	Desirable
Skills & Abilities	<ul style="list-style-type: none"> • Excellent multi-tasking, organisational and time management skills • Ability to prioritise workload and meet deadlines • Ability to work with senior academics • Excellent verbal and written skills • Excellent attention to detail • Ability to work and identify issues proactively - capable of using initiative to ensure best practice for the department • Ability to work collaboratively within a team and with colleagues • Ability to understand and communicate research and scientific concepts clearly in written or verbal format • Confidence in engaging and managing relationships with stakeholders 	<ul style="list-style-type: none"> • Events management
Knowledge		<ul style="list-style-type: none"> • Knowledge of the UK medical landscape

This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.

Please forward your application, with a covering letter, to joseph.bryan@childrenwithcancer.org.uk by 17th August, 2018