

JOB PROFILE

Job title:	Senior Manager – Research and Impact
Salary:	£45,000 to £60,000 (depending on experience)
Contract:	Full Time - Permanent
Reporting to:	Director of Fundraising & Communications
Location:	London (Office based with some home working)
Direct Reports:	1

Main purpose of position

The Senior Research Manager shall coordinate to both the strategy for the method of research spend, co-ordinate with Trustees to act upon their instruction for spend and manage calls for proposals on an annual basis. This consists of the launch and administration of new calls for grant applications, fellowships calls and our other funding initiatives. The person will work in close liaison with the senior Scientific and Medical Advisors of the charity.

The post holder is responsible for on-going grants administration including budgets, contracts, reporting and the application and peer review process during regular grant-giving rounds. The Senior Research Manager also communicates the research programme and provides expertise on other on-going initiatives, both within the Charity and externally.

The post holder will help to oversee the grants programme ensuring that grant application processes are managed effectively. To ensure strict independence of individual grant awards, the Charity works within the Association of Medical Research Charity's (AMRC) Rules. This further ensures that the Charity supports only the highest quality research, that the research programme is promoted nationally and internationally, and that the programme's outputs are properly reviewed – maximising the impact of the Charity's research investment.

The post holder shall be the public scientific representative of the charity, helping to build our reputation with clinicians, researchers, public officials and the media.

Our Vision

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together.

By liberating visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%* in 2017. However, some cancers still have a poor prognosis and we are working to help improve that situation.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating lasting memories.

* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023.

Children with Cancer UK (the Charity) is the leading national children and young persons' charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children and young people (up to age 24) with cancer.

Strategic Imperatives

The charity has a number of strategic objectives that are overlaid by a culture to have ambition, provide quality and protect our reputation in everything we do.

The themes of excellence behind the charities vision that the post holder must embody in all their work are;

1. We will aim to be the biggest not-for-profit annual financial contributor to research into cancer in children and young people in the UK
2. We will maintain a place in the top 100 UK charities, based on fundraising activity
3. We will continue to support respite homes and associated financial support for children and families affected by childhood cancer
4. We will fund high quality research aimed at developing treatments which are not only more effective but less debilitating and disruptive to young lives
5. We will contribute to peer reviewed research into the discovery and reduction of causes of cancer, including directly supporting the work of the International Agency for Research in Cancer (IARC, part of WHO)
6. We will provide capital funding to encourage the development of centres of excellence in childhood cancer research
7. We will raise public awareness about our activities and the results of relevant research
8. We will seek to influence the development of policy to promote the best interests of children with or at risk of cancer
9. We will continue to be a highly engaged and effective organisation that recognises and rewards the right behaviours, innovation and outcomes for the organisation and for those we help.

Key Responsibilities

- The charity now has several grant rounds/funding streams in operation at any one time and we now have a submission portal and the role shall oversee the announcement and management of the grant rounds.
- All research grants need to be compliant with the AMRC Rules

- Each grant round shall need to have the scope clearly defined and approved by the Board of Trustees.
- Need to decide dates/deadlines etc. This invariably involves writing a tender or guideline doc and tweaking the application form.
- When outline applications come in, there needs to be a decision regarding triage process, then invite full applications.
- When full applications are in, the role shall find referees.
- Once referees comments are received, these go back to applications for responses ahead of the appropriate decision meetings.
- The Senior Research Manager will work closely with the Scientific & Medical Advisors and SAP Chairs
- In the past few years we have tended to move away from a single open treatment round to targeted areas (Brain tumours and now osteosarcomas)
- The role shall be our lead contact with the NCRI
- The role shall work closely with the marketing team to build the reputation of the charity aligned to the charitable investments being made.
- The role shall become the point of excellence in communication with MP's and other government officials with regards to the work we are doing and our direction of travel.
- The role shall communicate with Clinicians in order that our grant calls are considered by clinicians and that we are considered for primary investments.
- The role will be the prime link with national media with regard to relevant scientific and medical issues.

Personal Specification

Criteria	Essential	Desirable	How Assessed
Skills & Abilities	<ul style="list-style-type: none"> • Project management skills • Ability to work with a large number of stakeholders, possibly with conflicting needs • Able to effectively and appropriately communicate complex research messages to staff, researchers and members of the public • Ability to understand and communicate research and scientific concepts clearly • Able to manage complex workload and to plan ahead effectively • Confidence in establishing standards for best practice in 	<ul style="list-style-type: none"> • Ability to communicate with credibility and authority to high-value donors, to explain key research projects and the impact of the funded research 	Application and interview

	<p>research management and review</p> <ul style="list-style-type: none"> • Excellent planning and organisational skills, able to prioritise and manage multiple tasks, working to challenging targets and deadlines • Proficient in Microsoft packages including word, excel and databases • Excellent communications skills with the ability to write clearly and concisely 		
Qualifications, training and education	<ul style="list-style-type: none"> • Education to degree level or equivalent, financial contract management issues knowledge and very competent with EXCEL and Database use. 	<ul style="list-style-type: none"> • Ideally with at least one A-level or equivalent in a scientific and/or numerate discipline 	Application
Experience	<ul style="list-style-type: none"> • Proven experience of grants or contracts management Experience of managing research budgets • Experience of working with senior external stakeholders • Experience of preparing complex reports and papers • Experience of grants or contract management at a senior level. • Proactively identifies potential issues before they arise and help devise solutions • Experience of overseeing a complex programme of work whilst maintaining links with other relevant internal and external teams • General interest in health matters and some 	<ul style="list-style-type: none"> • Ideally, but not essential, to be familiar with the national cancer research landscape 	Application and interview

	knowledge of cancer-related issues		
Other requirements	<ul style="list-style-type: none"> • A self-starter who is able to work independently and use their judgement to make day to day decisions without referral • Well organised with a systematic approach • Able to work collaboratively as part of a team and contribute to a positive working environment and culture 		Interview

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.