

## Children with Cancer UK

Candidate Pack – May 2022



## About Us

Established in 1987, by our founder, Eddie O'Gorman, following his youngest son Paul O'Gorman passing away from Acute Lymphoblastic Leukaemia, ALL, Children with Cancer UK has gone on to become a leading force in paediatric oncology.

In the last 34 years we have raised a staggering £290m in the fight against childhood cancer. Over the years, working with the scientific community, we have made significant breakthroughs in the treatment of ALL, and have contributed to raising survival rates from 63% to 84%. Alongside this we have also invested in patient family accommodation and grants to families, in addition to supporting family days out and welfare programmes throughout the UK, helping children and their families to maintain as normal a life as possible during their treatment.

We are moving into a new phase of growth and are investing in our teams to expand our reach, grow our awareness and deliver greater income to ensure we can continue our fight against childhood cancer. Our leading pillar of work continues to be research into the cause, treatment and cure of this cruel disease, and we will not stop until every child survives.

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.

By funding 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.

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 memories that can never be lost.

\* 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 is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to determine the causes, find cures, improve treatments and provide care for children with cancer.

## **Brand Awareness**

Our brand is focused on the moment when children and young people with cancer are able to ring the end of treatment bell. Through the visionary research we fund we hope for a world where every child is able to survive cancer and return to life with their families. In the coming years we are looking to raise our brand awareness significantly across the UK and gain more support for the charity.

## **The Research Team**

The Research Team at Children with Cancer UK is responsible for managing the research outputs of the charity and developing the research portfolio which currently includes over 72 research projects valued at over £20 million. The team currently consists of a Research Grants Manager supported by the Scientific Advisory Panel.

## **Who are we looking for?**

We are looking for a passionate and driven individual with initiative who will be able to assist in managing the incredible research portfolio of the charity. You will have experience engaging with researchers and involvement with awarding and managing grants. You will have great communication skills and enjoy building relationships with our researchers and research partners over the phone, online or face to face.

You will have the ability to think strategically and be keen to get involved in dynamic projects aimed at achieving our research objectives. You will be well organised and have the ability to prioritise a busy workload with a keen eye for detail and spotting opportunities to improve processes.

You will be confident, articulate, well organized, with a keen eye for detail – you will enjoy a challenge and has a methodical approach to their work and who has experience working on various projects, of varying sizes at the same time.

## **Further Information**

Useful Links:

Our Story

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-story/>

Our Mission

<https://www.childrenwithcancer.org.uk/about-us/what-we-do/>

Our Impact and Success

<https://www.childrenwithcancer.org.uk/about-us/who-we-are/our-impact-and-success/>

What we do: Children with Cancer UK

<https://youtu.be/bObFR9gRZ68>

## **JOB PROFILE**

**Job Title:** Research Grants Officer

**Salary:** £28,000 - £32,500 (depending on experience)

**Contract:** Permanent

**Reporting to:** Research Grants Manager

**Role Purpose:** This role is to work alongside the Research Grants Manager to further develop Children with Cancer UK's Research and Grants programme.

### **Our work started with a promise**

We were founded in 1987 following the death of 14-year old Paul O'Gorman to leukaemia and, just nine months later, his sister Jean, also to cancer. Before his death Paul's parents promised to help other children with leukaemia and, today, we fund life-saving research into childhood leukaemia as well as all other forms of other childhood cancers.

- **We fund life-saving research** to improve our understanding of childhood cancer and to find safer, more effective treatments for all young patients.
- **We fund innovative welfare projects** to help children and families in their fight against childhood cancer.
- **We campaign and raise awareness** of childhood cancer, to protect more children and give more young cancer patients a brighter future.

In the last 32 years we have raised over £230m in the fight against childhood cancer. Over the years, working with the scientific community, we have made significant breakthroughs in the treatment of ALL, and have contributed to raising survival rates from 63% to 84% through funding research projects.

Children with Cancer UK is the leading national children's charity dedicated to the fight against childhood cancer. Our aims are to improve survival, improve treatments and provide care for children and young people with cancer.

We are moving into a new phase of growth and are investing in our teams to expand our reach, grow our awareness and continue to invest in research to ensure we can continue our fight against childhood cancer. Our leading pillar of work continues to be research into the cause, treatment and cure of this cruel disease, and we will not stop until every child survives.

## **Main Responsibilities**

**1.1.** 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 members of the Scientific Advisory Panel.

**1.2.** Research within the Charity is undergoing an exciting time as the investment into world class medical research has increased. The Research Grants Officer role is designed to strengthen our research grant 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. He/she will report directly to the Charity's Research Grants Manager, who in turn reports to the Chief Executive, who carries out the aims and objectives as determined by the Trustees/CEO.

**1.3.** The post holder is responsible for administering the 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 represent the Charity at external meetings and conferences where appropriate.

**1.4.** 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.

## **2. Grants**

- Act as the initial contact for active grant holders, dealing with routine enquires.
- Processing and recording of grant payments and assisting the Research Grants Manager with budget forecasts.
- Issue and collect interim reports from grant holders and assist the Research Grants Manager to assess the impact of the research performed.
- Assisting the Research Grants Manager to implement and update relevant best practice procedures to ensure transparent and robust assessment process. Also assist with wider funding policy issues associated with governance.
- Assist in managing records kept on the online grants management system (Flexi Grant) and aid with the implementation of new systems for grants reporting.
- Maintain accurate records both electronically and hard copy.
- Respond to enquiries about the Charity's funded research from the general public.

## **3. Other responsibilities**

- Contribute to achieving the overall objectives of the Charity and support other departments and events where required.
- Represent the Charity at external events in a professional manner.
- Provide support to the Research Grants Manager into 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.

### Person Specification

	Essential	Desirable
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Education to degree level</li> </ul>	<ul style="list-style-type: none"> <li>• Education to degree level in a scientific or medical discipline</li> <li>• Knowledge of the UK medical landscape</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ideally, experience of grants management and the processes involved in pre and post grant administration or other relevant experience.</li> <li>• Understanding of the scientific and research peer review process</li> <li>• Experience using Flexi-Grant</li> <li>• Experience of supporting advisory committees.</li> <li>• Experience of using a range of techniques to develop and to build excellent long-term relationships.</li> <li>• Excellent multi-tasking, organisational and time management skills</li> <li>• Ability to prioritise workload and meet tight deadlines.</li> <li>• Ability to work with senior academics.</li> <li>• Excellent verbal and written skills</li> <li>• Excellent attention to detail</li> <li>• Ability to work and identify issues proactively - capable of using initiative to ensure best practice for the department</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of the voluntary sector.</li> <li>• Experience and knowledge of paediatric oncology.</li> </ul>

<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to develop and maintain effective and collaborative internal and external relationships.</li> <li>• Ability to negotiate and influence at a senior level.</li> <li>• An ability to work with a variety of stakeholders both internal and external</li> <li>• Proficient in use of Microsoft suite (Outlook, Word, Excel, PowerPoint etc)</li> <li>• A keen eye for detail</li> <li>• Good team player</li> <li>• Ability to work under pressure and to deadlines</li> <li>• A self-starter who can plan their own diary and seize the initiative</li> </ul>	
-------------------------------	--	--

At Children with Cancer UK, we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.

## **How to apply**

To submit an application for this role and to be considered for it, please submit the following via email to [christiana.ogunbote@childrenwithcancer.org.uk](mailto:christiana.ogunbote@childrenwithcancer.org.uk)

- A detailed and up-to-date CV
- A supporting statement that addresses your relevant experience, the essential skills and competences and outlines your motivation for applying (no longer than three pages of A4)

The closing date for applications is Friday 6<sup>th</sup> May 2022.

If you have any queries in relation to the application process, please do not hesitate to call us on 020 7404 0808.

If you have any queries about any aspect of the appointment process, need additional information or wish to have an informal and confidential discussion, then contact us on 020 7404 0808 and we will be pleased to take your call.

Successful applicants will be invited to the next stage of interviews.



---

**Every day more than 12 children and young people are diagnosed with cancer in the UK.**

---

**8 out of 10 young childhood cancer patients can be successfully treated thanks to vital, specialist research we helped fund.**

---

**We need to develop safer, kinder and more effective cancer therapies for children, with fewer toxic side effects. We strive to ensure that we are doing everything we can to improve the lives of children with cancer.**

---



**We fund Research**



**We fund Welfare**



**We raise Awareness**

Children with Cancer UK  
Registered Office  
51 Great Ormond Street  
London  
WC1N 3JQ