

# Children with Cancer UK

## Candidate Pack



Registered Charity Number: 298405  
Inaugurated by Diana, Princess of Wales  
Company limited by guarantee, Number: 4960054

## About Us

In November 1986, siblings Paul and Jean O’Gorman were both diagnosed with cancer, and both tragically lost their lives within months of each other.

On the day that 14-year-old Paul passed away, the O’Gorman family made him a promise to help other children and young people facing the same situation. Their first goal was to raise £100,000 for research and support. Since then, Children with Cancer UK has grown into one of the leading children and young people’s cancer charities in the UK.

In those 35 years, we’ve created better, kinder treatments, helped the public and the scientific community understand childhood cancer better, and raised over £300 million. That money has supported thousands of children and their families through treatment and beyond and funded over 300 research projects into the causes of childhood cancer and seen survival rates grow from 67% to 85.2% with fewer toxic side effects.

We are in 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 funding essential research into childhood cancer. Our vision is a world where every child survives cancer.

We also support families while they go through cancer treatment, and while they navigate life after it. How do we do this?

- By funding programmes that provide financial support for families facing childhood cancer, including expenses for accommodation and travelling to and from the hospital.
- By offering ‘amazing days out’, including trips to the circus and theme parks. Our activities offer some light relief from treatment, creating pockets of fun, joy and lasting memories of time spent together as a family, away from the hospital.
- By providing them with the tools, resources, and network they need to feel confident and empowered during this chapter of their life.

## **Brand Values**

Our brand values are not what we offer, but what we stand for. They're the beliefs and principles that we live by.

### **Commitment**

Our commitment and determination is unrelenting. We will work tirelessly, and we will not stop until every child survives.

### **Community**

We strive to create an inclusive community of patients, families, scientists, fundraisers, and anyone else who wants to join us. Every person is important, and our door is always open.

### **Collaboration**

Sharing key knowledge, information, and resources with others in our field increases the likelihood of curing cancer. When one of us wins, we all win.

## **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/>

Impact Report 2021

<https://www.childrenwithcancer.org.uk/wp-content/uploads/2023/04/Impact-Report-2021.pdf>

<https://www.childrenwithcancer.org.uk/wp-content/uploads/2023/02/Children-with-Cancer-UK-2021-Trustees-Annual-Report.pdf>

What we do: Children with Cancer UK

<https://youtu.be/bObFR9gRZ68>

## **JOB PROFILE**

<b>JOB TITLE:</b>	Research Grants Officer
<b>CONTRACT:</b>	Permanent/ Full time
<b>LOCATION:</b>	21-27 Lamb's Conduit Street, London, WC1N 3NL
<b>REPORTING TO:</b>	Research Grants Manager
<b>DIRECT REPORTS:</b>	N/A
<b>SALARY:</b>	Range £27,000 to £30,000

### **Role overview**

This role is to work alongside the Research Grants Manager to further develop Children with Cancer UK and Grants programme.

### **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 Head of Research 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>	Education to degree level	<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 retain supporters and to build excellent long-term supporter relationships.</li><li>• Experience of database targeting, segmentation, testing and response analysis.</li><li>• Experience of planning, managing and evaluating successful trust and foundation campaigns.</li><li>• Excellent multi-tasking, organisational and time management skills</li><li>• Ability to prioritise workload and meet tight deadlines.</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></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.

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**Every day more than 10 children and young people are diagnosed with cancer in the UK.**

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

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**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.**

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**We fund Research**



**We fund Welfare**



**We raise Awareness**

Children with Cancer UK  
Third Floor  
21-27 Lamb's Conduit Street  
London  
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