



Children with Cancer UK  
Candidate Pack



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

## **Job description**

|                        |                                                                               |
|------------------------|-------------------------------------------------------------------------------|
| <b>Job title:</b>      | Research Manager                                                              |
| <b>Contract:</b>       | Permanent                                                                     |
| <b>Location:</b>       | Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL) |
| <b>Reporting to:</b>   | Head of Research                                                              |
| <b>Direct reports:</b> | Research Officer                                                              |
| <b>Salary range:</b>   | £40,000-£45,000 (based on experience)                                         |
| <b>Closing date:</b>   | <b>Sunday 27<sup>th</sup> September 2026</b>                                  |

### **Role overview**

The Research Manager is responsible for the delivery and day to day management of Children with Cancer UK's research programme, ensuring our research funding delivers meaningful impact for children with cancer.

Reporting to the Head of Research, you will lead the delivery of the research programme, overseeing grant funding processes, managing the research portfolio, and ensuring effective monitoring of impact. You will also build and maintain strong relationships across the research and clinical community. Alongside this, you will work closely with the Head of Research to support the development of the programme, including new funding initiatives and partnerships.

This is an exciting and varied role, ideal for someone with strong experience in research funding and management in the medical health charity sector who is looking to take ownership of a growing and ambitious research portfolio. Bringing passion for improving outcomes for children affected by cancer, you will join a growing and ambitious team at Children with Cancer UK and have line management responsibility for one member of staff.

### **Children with Cancer UK**

Children with Cancer UK is a leading children's cancer charity dedicated to raising and investing funds into vital specialist research to save the lives of children with cancer. Our mission is to improve survival rates and the quality of survival in young cancer patients and to find ways to prevent cancer in the future. What began as a small memorial charity in 1988, has evolved into a major force raising more than £300 million and investing in over 200 research projects to help fight the injustice of cancer in children.

### **Role purpose**

To manage and deliver Children with Cancer UK's Research Programme, ensuring our funding is effectively managed and delivers maximum impact for children and young people with cancer.

### **Main duties and Responsibilities**

### **Research Funding Delivery**

- Lead the delivery of funding programmes and operations for Children with Cancer UK's research programme, ensuring grant rounds are delivered on time and to a high standard.
- Oversee end-to-end grant processes including application management, peer review and panel coordination and funding recommendations, with support from the Research Officer.
- Lead on the development and maintenance of all peer review and grant management procedures.
- Prepare applicant and reviewer guidance to support high-quality, robust assessment and identify opportunities to improve efficiency and quality across processes
- Oversee the charity's portfolio of active research grants, ensuring effective monitoring, reporting, and financial management in line with AMRC best practice
- Provide support and advice to grant holders to maximise delivery and results from the research. Exercise sound judgement in managing grants, identifying risks and addressing issues as they arise

### **Research Programme Development and Engagement**

- Working closely with the Head of Research, contribute to the ongoing development of the research programme, including new funding initiatives and strategic partnerships
- Lead on the implementation and delivery of meaningful patient involvement schemes within the research programme, ensuring lived experience informs funding decisions
- Analyse trends across funded research and impact data to inform research programme direction and organisational insight
- Support engagement within the research community through events, collaborations and outreach activity

### **Research Impact and Communications**

- Develop and manage effective systems and processes for monitoring research outputs, outcomes and impact
- Proactively engage with grant-holders to track ongoing work and impact
- Work with the Marketing and Communications Team to promote research activity and respond reactively to key research and data developments
- Support with work undertaken by the Fundraising Team through provision of research information, case studies and engagement opportunities (such as lab tours and donor reports)

### **External relationships**

- Act as a key point of contact for Children with Cancer UK grant holders, applicants and their host institutions
- Build and maintain effective relationships with Children with Cancer UK's Scientific Advisory Panel (SAP) and Research Subcommittee, and wider research and clinical community
- Engage effectively with people personally affected by cancer, ensuring their perspectives are meaningfully integrated into the research programme

### Management

- Line-manage the Research Grants Officer, ensuring high performance, accountability and continuous development

### General

- Represent Children with Cancer UK at relevant meetings, events and conferences
- The role will require some travel to meetings and events throughout the UK. Occasional evening and weekend work will be required (time off in lieu will be given in accordance with the charity's TOIL policy)
- The post holder will be working in a developing environment and will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Children with Cancer UK.

### Person Specification

|                                               | Essential                                                                                                                                                                                                                                                                                                                                                                                                           | Desirable                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, training and qualifications</b> | Educated to degree level in a biomedical or related discipline                                                                                                                                                                                                                                                                                                                                                      | Experience of undertaking scientific or clinical research<br><br>A postgraduate qualification (PhD or MSc) or equivalent experience in a biomedical or related field                                                                                                                                   |
| <b>Experience and knowledge</b>               | A strong understanding of the UK biomedical research and funding environment<br><br>Experience of research funding administration and grant management, ideally within the medical research charity sector<br><br>Experience of managing peer review processes and applying research governance principles (e.g. AMRC best practice)<br><br>Experience of working with academic, clinical and research stakeholders | Experience of using Flexigrant grant management software<br><br>Experience of facilitating patient and public involvement in research<br><br>Experience of line management<br><br>Experience developing or shaping funding programmes or initiatives<br><br>Experience of communication about research |

|                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                             | Experience of working with committees or advisory panels                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Skills and abilities</b> | <p>Highly organised, with excellent project and programme management skills, and the ability to manage multiple priorities and deadlines</p> <p>An analytical mindset with strong attention to detail</p> <p>Ability to make sound, evidence-based decisions in complex or uncertain situations</p> <p>Strong written and verbal communication skills, with an ability to communicate complex scientific and medical information to a variety of audiences.</p> <p>Ability to build and develop relationships with a wide range of stakeholders, e.g. senior roles in the academic and medical field, people with lived experience of cancer and other charity stakeholders</p> <p>Able to work independently and exercise effective prioritisation</p> <p>Demonstrated initiative and ability to take ownership of new or evolving areas of work</p> |  |

Please note: If you don't match all our essential criteria but have other relevant experiences and skills, please do apply. We would love to hear from you.

## **Other information**

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**

Please submit your CV and cover letter as one document e.g. PDF or Word document.

Applications should represent the candidate's own experience and perspective. While AI tools may be used for guidance, responses must reflect your personal experience and may be discussed in detail during the selection process.

If you require any reasonable adjustments during the application or interview process, please contact us at [hr@childrenwithcancer.org.uk](mailto:hr@childrenwithcancer.org.uk)

All applications will be reviewed and considered by a member of our team and those applicants who appear to match our requirements will be contacted. If you have not heard from a member of our team within the next eight weeks, please assume that you have not been successful on this occasion and due to high volume of applications, we are unable to provide individual feedback.

*You must be eligible to work in the UK to apply for this vacancy.*