worldwide
cancer
research

Research Funding Administrator

Salary: circa £25,000

Base: Edinburgh

Hours: Permanent. The working week will be 35 hours with core working hours between 10am and 3pm, Monday to Friday with a one-hour lunch break. A flexible working policy is offered. The office will be open from 7am – 7pm daily.

Benefits: Pension scheme with a 10% employer contribution. 33 days paid holiday annually plus four public holidays as paid leave days each year over Christmas and New Year. A cycle to work scheme is available.

Who are we? Worldwide Cancer Research is a small charity with immense ambition - to see a day where no life is cut short by cancer. To bring that day closer the charity is growing.

What do we do? We find and fund bold ideas at the start of the cancer research journey all over the world. Kick-starting the life-saving advances of the future by sowing the seeds of new discoveries today. Funding brand new ideas and supporting researchers who ask big, challenging, new questions about how cancer works and how we can control it.

Being a small charity with currently 40 employees allows us to be open, honest and personal with our supporters. Everyone who works for this charity plays a significant role – without them we wouldn't exist. If you want to speak to the CEO, you can. If you want to speak to the research team, you can. If you want to share your story, there will always be someone to listen.

To help bring forward the day when no life is cut short by cancer, we are looking for a Research Funding Administrator to join our Research team. Is that you?

Key information about the role

As Research Funding Administrator you will be part of the team responsible for the administration of the multi-million-pound response mode funding programme for basic and translational cancer research. Reporting to the Research Funding Manager, you will assist with the processing of funding applications, their review by external experts and the charity's Scientific Advisory Committee (SAC), and the administration and financial management of the resulting awards.

If you have demonstrable administrative experience in a busy multi-tasking environment and capable of working autonomously on defined tasks, then this is the role for you!
So if you're up for the challenge and are excited about becoming part of Team Worldwide, we want to hear from you!
How to Apply

- Please email your tailored CV (no more than two pages) and covering letter outlining your suitability for this role to recruitment@worldwidecancerresearch.org
- Closing date is Friday 10 January 2020.
- Interviews will be held in Edinburgh Thursday 23 January 2020.

Please note your covering letter will be key to the success of your application.

For administrative purposes, please state where you first saw this job advertised. Worldwide Cancer Research will hold applicant data on file for six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. Please view our recruitment privacy notice at https://www.worldwidecancerresearch.org/who-we-are/vacancies/