

worldwide cancer research

Research Funding Officer (maternity cover)

Salary: circa £29,000

Base: Edinburgh

Hours: Fixed Term, Mid-February 2021 to Mid-October 2021. 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. Due to Covid-19, the Team is currently working remotely with the intention of returning to the office as soon as possible.

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.

Who are we? Worldwide Cancer Research is a small charity with immense ambition.

Sadly, 1 in 2 people in the UK will be diagnosed with cancer in their lifetime. For us, that's 1 in 2 too many. We know that bold research will cure cancer. That's why we fund the brightest minds around the world in their quests to conquer cancer.

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 supporters want to speak to the CEO, they can. If they want to speak to the Research team, they can. If they want to share their story, there will always be someone to listen.

Scientists across the world are ready to conquer cancer. To help start more cancer cures and save lives, we are looking for a Research Funding Officer to join our Research team. Is that you?

Key information about the role

As Research Funding Officer you will be part of the team responsible for the administration of the multi-million-pound response mode funding programme for discovery 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), the administration and financial management of the resulting awards, and assessing and reporting on the outputs and outcomes of the charity's £190 million research funding portfolio.

If you have broad knowledge of the cancer research field and the funding environment, excellent and up-to-date scientific understanding, particularly of cellular and molecular biology and understanding of research funding processes and principles, including peer review and conflicts of interest, 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 4 December 2020
- Interviews will be held by Video Conferencing w/c 14 December 2020

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

Worldwide Cancer Research may still be working remotely when the successful applicant commences, however the intention is that the team will return to the office as soon as possible.

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. view our recruitment privacy notice at <https://www.worldwidecancerresearch.org/our-organisation/careers-at-worldwide-cancer-research/> where you will also find the Job Description for the role.