

worldwide cancer research

Research Funding Officer

Salary: £30,468

Base: Central Edinburgh

Hours: This role is permanent, and the working week will be 35 hours with core working hours between 10am - 3pm, Monday to Friday with a one-hour lunch break. A flexible working policy is offered. The office is open from 7am – 7pm daily and from 19 October 2021 an initial test of hybrid working began. All full-time, office-based staff are required to work at least two days per week in the office.

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 the UK charity that will end cancer by starting cancer cures worldwide.

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.

Being a small charity with currently 44 employees allows us to be open, honest and personal with our supporters. Everyone who works for the charity plays a significant role – without them we wouldn't exist.

Worldwide Cancer Research is a small charity with an immense ambition – to end cancer by starting new cures. We find and fund discovery research to start new cancer cures around the world, and we are committed to opportunity without barriers. All applicants will receive

equitable, fair treatment, and we have pledged to 'Show the Salary' - because our team members are at the heart of everything we do.

We welcome applications from all communities to help build an inclusive team - as diverse as the scientific community we fund and the families whose lives we impact.

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 the Research Funding team at Worldwide Cancer Research, to help the charity run its multi-million-pound funding programme for discovery cancer research.

Key information about the role

This is a great opportunity to get hands on with a variety of work including peer review for a broad range of scientific projects, administration of our portfolio of active grants and developing and nurturing relationships with researchers from all over the world.

We're looking for someone with excellent organisational skills, who is keen to stay up to date with progress in the cancer research field and develop knowledge of best research funding practices.

This is a fantastic role for someone looking to get a start in research management or to further develop their skill set.

Please see the job description for more information about the role and what we are looking for. If you 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 Monday 6 December 2021, 12 noon
- Interviews will be held mid-December 2021
- Please note your covering letter will be key to the success of your application

Additional information

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.

For administrative purposes, please state where you first saw this job advertised.

Please view our recruitment privacy notice at

<https://www.worldwidecancerresearch.org/our-organisation/careers-at-worldwide-cancer-research/>

Job description:



Post: Research Funding Officer

Reporting to: Research Funding Manager

Key contacts/relationships:

External: Applicants, Funded researchers, Scientific Advisory Committee, CC Technology (grant system provider)

Internal: Science Communications team, Finance team

Purpose:

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.

Key responsibilities:

Processing of research funding applications -

- Ensure that all guidance documents are clear and up to date.
- Support the Research Funding Administrators in providing guidance and support to potential applicants.
- Process and validate submitted funding applications.
- Lead the external peer review process, identify appropriate referees, ensuring that the charity receives high quality, independent peer review advice to inform funding decisions.
- Assist the Research Funding Administrators in planning the SAC meeting, manage the meeting and attend the associated social events.
- Analyse and provide application information for internal and external purposes, e.g. co-funding partnership opportunities.

Management of funding awards -

- Issue contracts to successful applicants.
- Support Research Funding Administrators in processing requests for variation of project plans, budgets, or other grant changes.
- Process Open Access publication costs claims.
- Monitor the receipt of grant progress reports and review research progress against original project aims. Ensure relevant information is passed to the Science Communications team, Research Funding Manager, Director of Research and the charity's intellectual property advisors, LifeArc.
- Work with the Research Funding Administrators to ensure that all information related to historical grants is stored on the grants system.
- Analyse and provide funding information for internal and external purposes, e.g. fundraising activities, AMRC & ICRP data collection exercises.

Relationship management -

- Develop collaborative working relationships with the Science Communications team and the Finance team to ensure a smooth flow of information.
- Log grant system issues with CC Technology and ensure they are dealt with appropriately and in a timely manner.

Wider responsibilities -

- Stay abreast of developments in cancer research at a national and international level, including awareness of key members of the cancer research community.
- Develop knowledge of research funding management practices, issues and advances.
- Provide support to other colleagues within the Research Directorate when required.

Generic information:

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of the role.
- It is expected that every job description will be subject to an annual review. In addition, posts may be reviewed where there is a change in the requirements of the charity.
- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties, upholding the charity's values.

Person specification:

Requirements	Essential	Desirable
Educational attainment	Higher degree (MSc/PhD) in a biomedical related research field.	Post-doctoral research experience.
Experience required	<p>Broad knowledge of the cancer research field and the funding environment.</p> <p>Excellent and up-to-date scientific understanding, particularly of cellular and molecular biology.</p> <p>Understanding of research funding processes and principles, including peer review and conflicts of interest.</p>	<p>Cancer research experience.</p> <p>Experience of conducting independent scientific research.</p> <p>Experience of collecting and analysing data.</p> <p>Experience of working in the charity sector or an academic research environment.</p>
IT experience	Advanced in MS Excel and proficient in other MS software.	Previous experience of working with databases.
Skills and aptitudes required	<p>Proven excellent communication skills both written and verbal, able to communicate at the right level, with a wide variety of audiences, particularly with those who do not have English as a first language.</p> <p>Capable of working autonomously on defined tasks.</p> <p>Ability to work to deadlines and prioritise work accordingly, good planning and organisation skills.</p> <p>Good attention to detail and high standards of accuracy even whilst working to tight deadlines.</p>	

	<p>Good interpersonal and team-playing skills and the proven ability to build effective working relationships with colleagues at all levels.</p> <p>Confidence, resilience and the ability to remain calm under pressure.</p> <p>Discretion, honesty and integrity.</p> <p>Persuasiveness, influence and tenacity.</p>	
Interests	<p>Interest in charity work.</p> <p>Drive, enthusiasm and passion for the charity's vision, mission and strategy.</p> <p>Desire for professional development.</p>	<p>Knowledge of Worldwide Cancer Research.</p>
	<p>Ability to travel throughout the UK and Europe if required for meetings/key events.</p> <p>Commitment to attend training courses to update knowledge and skills.</p>	