We’re looking for a Research Funding Officer to join our team

Salary: £33,906

Base: Central Edinburgh/hybrid

Hours: Full time and permanent. 35 hours a week over core working hours of 10am - 3pm, Monday to Friday, with a one-hour lunch break. The office is open 8am – 6pm daily and our hybrid working policy requires all full-time employees to work at least two days a week in the Edinburgh office.

Benefits: 10% employer pension contribution; employee assistance programme and counselling service; enhanced maternity/paternity/adoption pay; enhanced sick pay; 31 days’ paid holiday/year plus four paid winter public holidays; 2-weeks fully remote working/year; three paid carer days/year; death in service benefit; cycle to work and travel season ticket schemes.

To support a good work-life balance across the team, we work a nine-day fortnight where every second Friday is a stand down day for the charity.

Who are we?

Worldwide Cancer Research is a small charity with immense ambition – to end cancer by starting new cancer cures worldwide. We find and fund innovative ideas at the start of the cancer research journey all over the world. 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.

For 45 years our scientists have explored brand new concepts and advanced our understanding of cancer – taking the first step in the research journey that provides new ways to prevent, diagnose and treat cancer.

As a charity, we are committed to opportunity without barriers, and we are striving to seek, value and learn from different perspectives and experiences. We want Worldwide Cancer Research to be an inclusive organisation – where everyone can be themselves and feel valued – as diverse as the scientific community we fund and the families whose lives we impact.
We are committed to ensuring that we provide equal opportunities to every applicant regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that our recruitment process is unbiased and that everyone is treated equitably. In support of this, we have pledged to ‘Show the Salary’ for our roles, and we are registered as a Disability Confident Committed Employer - because our team members are at the heart of everything we do to start new cancer cures around the world.

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.

**About the Research Funding Officer role and why we need you**

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 do I apply?**

- **Please email your CV with your cover letter** to: [recruitment@worldwidecancerresearch.org](mailto:recruitment@worldwidecancerresearch.org)

- You will find the full **job profile** and our benefits on [Worldwide Cancer Research careers](https://www.worldwideweb.cancerresearch.org/careers)

- **Closing date is Monday 25 March 2024, 12 noon.**

- **Interviews will be held on 2 or 3 April 2024** - we will contact all applicants as soon as possible after shortlisting for interview.

- We are a disability confident committed employer - please contact Paula Cahill, our HR Manager, if you have any questions about our recruitment process, accessibility and adjustments to support you [paulac@worldwideweb.cancerresearch.org](mailto:paulac@worldwideweb.cancerresearch.org)
• Please note your cover letter will be key to the success of your application and applications without cover letters may not be considered.

• Please tell us where you first saw this job advertised.

Additional information
Worldwide Cancer Research is a team of around 50 and we run an annual Employee Engagement Survey; in 2023 we achieved a 98% positive response to ‘I would recommend Worldwide Cancer Research as a good place to work’.

We will hold your application data on file for six months after the end of the recruitment round, after which your data is deleted or destroyed. Please view our Recruitment Privacy notice.

Thank you for your interest in our work.

Post: Research Funding Officer

Responsible to: Research Funding Manager

Key contacts/relationships:

External: Applicants, Funded researchers, Scientific Advisory Committee, Symplectic (grant system provider), Co-funders.

Internal: Science Communications team, Research Impact team, Finance team.

Purpose
To 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, to 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 to assess and report on the outputs and outcomes of the charity’s £200 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.
• Monitor the receipt of grant progress reports and review research progress against original project aims. Summarise reports to ensure relevant information is circulated to appropriate individuals.
• Work with partner organisations to manage co-funded projects. Analyse and provide funding information for internal and external purposes, e.g., fundraising activities, Association of Medical Research Charities (AMRC) and International Cancer Research Partnership (ICRP) data collection exercises.

Relationship management
• Build and manage relationships with Grantholders acting as a main point of contact.
• 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 Symplectic and ensure they are dealt with appropriately and in a timely manner.
• Develop network with peer groups within the charity funding sector, gaining greater understanding of the sector and sharing best practices.

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.
- Plan, represent and promote the charity at national and international cancer research conferences.
- Work with the Research Funding Team to develop new processes and review existing practices to support the delivery of the funding round and award management activities.
- Provide support to other colleagues within the Research Directorate when required to plan and deliver discreet projects.
- Deputise for the Research Funding Manager as required.

**Generic information for all roles**
- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and 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 a regular 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:**

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<th>Requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Educational attainment</strong></td>
<td>Higher degree (MSc/PhD) in a biomedical related research field.</td>
<td>Post-doctoral research experience.</td>
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<td><strong>Experience required</strong></td>
<td>Broad knowledge of the cancer research field and the funding environment.</td>
<td>Cancer research.</td>
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<td>Excellent and up-to-date scientific understanding, particularly of cellular and molecular biology.</td>
<td>Conducting independent scientific research.</td>
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<td>Understanding of research funding processes and principles, including peer review and conflicts of interest.</td>
<td>Collecting and analysing data. Working in the charity sector or an academic research environment.</td>
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<td><strong>IT experience</strong></td>
<td>Advanced in MS Excel and proficient in other MS software.</td>
<td>Databases.</td>
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<td>Grant management software e.g., Symplectic Grant Tracker</td>
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<td>Skills and aptitudes required</td>
<td>Excellent communication skills both written and verbal, proficient in communicating effectively with a wide variety of audiences, particularly with those who do not have English as a first language. Ability to work autonomously on defined tasks and remain calm under pressure. Strong planning and organisational skills, including working to deadlines and prioritising workload. Excellent attention to detail and high standards of accuracy even whilst working to tight deadlines. Good interpersonal skills, with attitude for building effective working relationships with colleagues at all levels, both internally and externally, using persuasiveness where necessary. Discretion, integrity and tenacity.</td>
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<td><strong>Other requirements</strong></td>
<td>Willingness to understand the vision, mission and strategy of Worldwide Cancer Research. Commitment to attend training courses to update knowledge and skills. Commitment to diversity and inclusion. Willingness to demonstrate the charity’s values. Occasional travel throughout the UK/Europe if required for meetings/key events.</td>
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