



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

Salary: £34,754

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 – 7pm 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; private medical insurance; 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 the Team's work-life balance, we work a nine-day fortnight where the charity is closed every second Friday.

About the role and what we're looking for

What will you be doing?

- **Supporting applicants from all over the world to bring us their new ideas in cancer research by providing guidance in a timely manner.** You'll receive and process discovery cancer research funding applications, ensuring validity and completeness.
- **Leading on the expert peer review process.** You'll identify appropriate expert reviewers to ensure that the charity receives high quality, independent review advice to inform funding decisions.
- **Managing funded grants.** You'll build relationships with grantholders and process change requests to best serve the science of our funded awards.
- **Working with partner organisations.** You'll collaborate with our research partners to manage co-funded projects as well as providing funding information for internal and external purposes.
- **Demonstrating our values.** As a Curestarter, you'll demonstrate our values every day – curious, united, real, entrepreneurial and spirited – as you help bring about our vision that no life is cut short by cancer.

What are we looking for?

- With a higher degree in a biomedical related field, you have excellent scientific understanding of molecular and cell biology as well as a broad knowledge of cancer research.

- You have a good understanding of research funding processes, particularly peer review and conflicts of interest.
- You're a collaborative person who works respectfully in a diverse team of experts to deliver work that makes an impact.
- As a detailed planner and organiser, you thrive on deadlines and feel confident prioritising your time across multiple, concurrent projects.

Who are we?

At Worldwide Cancer Research, we start new cures. Cancer is still one of the leading causes of death worldwide, but cutting-edge science can give us hope. Discovery research seeks to uncover new knowledge that could change the way we think about cancer. It reveals new ways to prevent, diagnose, and treat cancer that can save lives.

We actively seek unconventional and imaginative ideas from scientists at all stages of their career, across the globe. In some cases, we are the only organisation that will fund a scientist's idea. We take an unbiased approach to research funding by focusing on supporting only the best ideas for new cures. By having a diverse research portfolio, we increase our chances of finding breakthroughs.

Our vision is of a day when no life is cut short by cancer, and we believe we can achieve this by starting the life-saving advances of the future by sowing the seeds of discoveries. Anyone that helps bring forward breakthroughs – including our staff, our supporters, and the researchers we fund – is a Curestarter.

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 because our team members are at the heart of everything we do to start new cancer cures around the world.

To help start new cancer cures and save lives, we are looking for a Research Funding Officer to join the busy Research team at Worldwide Cancer Research, to help the charity run its multi-million-pound funding programme for discovery cancer research.

How do I apply?

- Email your CV and a one-page cover letter to recruitment@worldwidecancerresearch.org. Focus the content of your letter on:
 - 1) The defining moments in your experience or career that make you suitable for this role now.
 - 2) A time you made something better at work or if applicable, during your research – for a person, a team or a process.

Your letter will be the key to your success and applications without letters may not be considered.

- Please consider the use of AI in your application carefully, we would like original cover letters reflecting your individuality and suitability for the role.
- Please tell us where you saw the role advertised.
- Closing date is **Tuesday 16 September, midnight**.
- **Interviews** will be held on **Thursday 25th September in Edinburgh**. We will contact all applicants as soon as possible after shortlisting.
- 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@worldwidecancerresearch.org
- You will find the full **job profile** and our **benefits** on [Worldwide Cancer Research careers](#)



Additional information

Award

Worldwide Cancer Research is a team of around 50 and we run an annual Employee Engagement Survey; in 2024 we achieved a 93% positive response to 'I would recommend Worldwide Cancer Research as a good place to work'.



Privacy

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.

Full job description and person spec

Post: Research Funding Officer

Responsible to: Research Funding Manager

Key contacts/relationships:

Internal – Science Communications team, Research Impact team, Finance team, CRMA team

External – Applicants, funded researchers, Scientific Advisory Committee (SAC), grant system provider, research partners and co-funders

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.

Key responsibilities:

Processing of research funding applications –

- Ensure that all guidance documents are clear and up to date.
- Support the Research Funding Administrator in providing guidance and support to potential applicants.
- Process and validate submitted funding applications.
- Lead the expert 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 Administrator 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 the Research Funding Administrator 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 our portfolio to 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 one of the main points of contact in the charity.
- Develop collaborative working relationships with the Science Communications team and the Finance team to ensure a smooth flow of information.
- Work with grant management system supplier to implement the new system and log grant system issues with the supplier.
- 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.
- Ensure all activity is compliant with relevant data protection legislation and in line with organisational information governance policies.
- 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.
- Attend regular team training as required.
- 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. Or demonstrable equivalent level of experience in similar role.	Post-doctoral research experience.
Experience	<p>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>Research funding processes and principles, including peer review and conflicts of interest.</p>	<p>Cancer research.</p> <p>Conducting independent scientific research.</p> <p>Collecting and analysing data.</p> <p>Working in the charity sector or an academic research environment.</p>
IT experience	Advanced in MS Excel and proficient in other MS Office software.	<p>Databases.</p> <p>Grant management software e.g., Symplectic Grant Tracker, Fluent Flexigrant, Salesforce.</p>
Skills and aptitudes	<p>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.</p> <p>Ability to work autonomously on defined tasks and remain calm under pressure.</p> <p>Strong planning and organisational skills, including working to deadlines and prioritising workload.</p> <p>Excellent attention to detail and high standards of accuracy even whilst working to tight deadlines.</p> <p>Good interpersonal skills, with aptitude for building effective working relationships with colleagues at all levels, both internally and externally, using persuasiveness where necessary.</p> <p>Discretion, integrity and tenacity.</p>	

Interests	<p>Charity work.</p> <p>Professional learning and development.</p>	<p>Appreciation of discovery cancer research.</p> <p>Knowledge of Worldwide Cancer Research.</p> <p>Third sector networking.</p>
Other requirements	<p>Willingness to understand the vision, mission and strategy of Worldwide Cancer Research.</p> <p>Commitment to attend training courses to update knowledge and skills.</p> <p>Commitment to diversity and inclusion.</p> <p>Willingness to demonstrate the charity's values.</p> <p>Occasional travel throughout the UK/Europe if required for meetings/key events.</p>	

**worldwide
cancer
research**

No life should be cut short by cancer

Worldwide Cancer Research

Third Floor South, 121 George Street, Edinburgh EH2 4YN

t +44 (0) 300 777 7910 e enquiries@worldwidecancerresearch.org

worldwidecancerresearch.org

Chief Executive: Dr H Rippon Chair of the Board of Trustees: Ms S Hunter
Registered in Scotland No 152991 Charity No SC022918