



Post: Research Funding Officer

Responsible to: Research Funding Manager

Key contacts/relationships

External - applicants, funded researchers, Scientific Advisory Committee

Internal - Research Impact team, 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 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, providing scientific input when required.

Key responsibilities:

Processing of research funding applications

- Provide guidance and support to potential applicants.
- Process and validate submitted applications.
- Provide administrative support for the review processes, and provide scientific input to the external peer review process, by identifying appropriate referees.
- Liaise with the Research Funding Manager to plan, manage and attend the SAC meeting and associated social events.
- Analyse and provide application information for internal and external purposes, e.g. co-funding partnership opportunities, AMRC data collection exercise.

Management of funding awards

- Help with Issuing contracts to successful applicants.
- Process grant claims and grant change requests.

- Monitor the receipt of grant progress reports and ensure relevant information is passed to the other research teams, and acted on accordingly.
- Working with the Research Funding Administrators, ensure that all information related to historical grants is stored in the grants management system.
- Analyse and provide funding information for internal and external purposes, e.g. fundraising activities, AMRC & ICRP data collection exercises.

Conference and travel awards

- Organise the charity's presence at sponsored conferences and represent the charity at these events when required.
- Provide administrative support to the Research Funding Manager in awarding the Colin Thomson medal to a researcher in recognition of their outstanding contribution to research into cancer.

Relationship management

- Develop good working relationships with the other research teams and the Finance team, helping ensure a smooth flow of information between the teams.

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 and issues, and the latest thinking in relevant areas.
- Provide scientific input to support the work of the other research teams when required.

Generic Information to all Roles

- 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 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>Demonstrable events organisation experience.</p>	<p>Cancer research experience.</p> <p>Administrative experience in a busy multi-tasking environment.</p> <p>Experience of conducting independent scientific research.</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.</p> <p>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>	

	Discretion, honesty and integrity. Persuasiveness, influence and tenacity.	
Interests	Interest in charity work. Drive, enthusiasm and passion for the charity's vision, mission and strategy. Desire for professional development.	Knowledge of Worldwide Cancer Research.
Other requirements	Ability to travel throughout the UK and Europe if required for meetings/key events. Commitment to attend training courses to update knowledge and skills.	

Worldwide Cancer Research

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