

Research Grants Manager

Job purpose

This is a key operational role with The Charity to implement the continuing expansion of our research activities. The post holder will oversee the grant programme ensuring that:

- the grant processes are efficient
- through comprehensive peer review, The Charity supports only the highest quality research
- the research programme is promoted internally and externally
- the programme's outputs are continually reviewed, maximising the impact of The Charity's research investment

Key accountabilities

1. Manage The Charity's grant application processes, following the Association of Medical Research Charities (AMRC) principles to promote The Charity receiving high quality applications for funding, that applications are appropriately tracked and peer reviewed and funding recommendations are made to deadline.
2. Support the work of the Scientific Advisory Boards (SAB), providing stewardship for SAB members, organising meetings and ensuring that SAB members receive the information necessary to support them in their role.
3. Support the implementation and development of The Charity's grant management database.
4. Monitor outputs of research funded by The Charity and use this information to promote The Charity's work and improve the management and focus of the research programme.
5. Promote and facilitate the engagement of individuals affected by brain tumours within The Charity's research programme.
6. Ensure the scientific accuracy of internal and external publicity about the research programme, for example in fundraising materials, newsletters, website content and press releases.
7. Respond to enquiries about The Charity's funded research and research programme (for example, from prospective applicants, supporters or peer reviewers).
8. Develop the research grant programme in line with The Charity's Research strategy: A Cure Can't Wait.
9. Manage a good working relationship with co-funding partners.
10. Support the Head of Research and the Chief Scientific Officer in raising the profile of The Charity's research programme externally, networking with researchers, clinicians and other key stakeholders, including supporters and the general public.

Brain tumours in the UK: the facts

- Brain tumours are the biggest cancer killer of children and adults under 40
- Almost 11,000 people are diagnosed with a primary brain tumour each year
- 62% of children who survive a brain tumour are left with a life-altering disability

The Brain Tumour Charity is at the forefront of the fight to defeat brain tumours, making a difference every day to the lives of people with a brain tumour and their families. We fund pioneering research to increase survival, raise awareness of the symptoms and effects of brain tumours and provide support for everyone affected to improve

We fund an extensive and diverse portfolio of research across the UK with the aim of doubling survival and reducing long term harm through improving the understanding and complexities of brain tumours, better diagnostic techniques and new treatments. Our goal is to take research from lab to life in the shortest time possible to have the biggest impact for people with a brain tumour.

The post holder will also

- Contribute to achieving the overall objectives of The Brain Tumour Charity
- Undertake any additional and ad hoc tasks as required
- Participate in team meetings and other meetings as required
- Assist the Head of Research and the Chief Scientific Officer as required
- Represent The Charity at external events in a professional manner
- Participate in the supervision and appraisal process
- Work within an equal opportunities framework
- Comply at all times with the Charity's Health and Safety policy
- Adhere to all the Charity's policies, procedures and working practices
- Ensure all records are held in compliance with the Data Protection Act, Institute of Fundraising and The Brain Tumour Charity policies

This Job Description is not exhaustive and will be reviewed regularly in the light of changing requirements and any such changes will be discussed with the post-holder.

Responsible to: Head of Research

Location: Farnborough, Hampshire

Hours: Full time. Some out of hours work will be required

Duration: Permanent

Salary: Circa £37,000 (dependent on experience)

Personal specification

Essential	Desirable
Qualifications	
Post graduate research qualification in medical, biological or social sciences	PhD and/or publications in relevant areas of science
Experience	
Minimum of two years' experience in research administration	Experience of clinical trials funding
Minimum of one years' experience in grant making	Proven experience of communicating complex scientific concepts to a wide range of audiences
Ability to span research areas from basic to clinical, at non-expert level	
Proven experience of working with databases and spreadsheets	Experience of using a grant management database
Proven experience of managing research budgets	
Proven experience of working with Researchfish	
Knowledge	
Knowledge of the national and international research landscape (preferably related to cancer research)	Knowledge of data protection and IPR practice
Knowledge of research governance practice	
Evidenced knowledge of grant making process	
Awareness of the charity sector	
Skills and Abilities	
Good management skills	
Excellent eye for detail and ability to work accurately, with minimal supervision	
Achievement orientated	
Excellent time management skills, being able to deliver to strict deadlines	
Excellent verbal and written communication skills	
Expert in Microsoft Office applications and internet usage	
Ability to manage change, work with ambiguity and to organise and prioritise a diverse and intensive workload	
Ability to implement new ideas and projects	
Capable of using own initiative to ensure best practice for the department	
To work effectively within a team and with a wide variety of people	
To work with energy and enthusiasm	