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## **JOB DESCRIPTION: RESEARCH GRANTS OFFICER**

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### **ROLE PURPOSE**

Your role will ensure that we effectively deliver our research aims and support the running of bespoke research funding competitions.

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### **ABOUT US**

#### **Why the role is important to us**

We aim to fund the very best medical research that will improve human health and change people's lives. We do this by running research funding competitions that are transparent and impartial. You will assist in the running of these competitions and ensure that the very best research and very best researchers receive our support. Working within the Research team, you will help develop and deliver a range of funding schemes.

#### **What you will do**

##### Research funding management:

- provide day-to-day administration for the research portfolio
- be the first point of contact for enquiries from applicants and funded researchers
- develop and maintain working relationships with grant holders
- maintain accurate and up to date data on grants
- review grant invoices
- use our specialist grants management software to manage grant amendments, accurate documentation and invoice management

##### Funding schemes

- promote current funding schemes to the scientific community
- support the delivery of specific funding competitions
- log applications and undertake administrative eligibility checks on applications
- co-ordinate the peer review of applications ensuring delivery to best practice in terms of accuracy, impartiality and confidentiality
- convene and support the awarding panel, including preparation of meeting papers, logistics of panel meetings and reports
- ensure a seamless process for applicants and reviewers
- liaise with the Communications team to publicise information on our funded researchers

##### Scientific events

- assist in the delivery of scientific workshops and award events
- represent the charity at external events

## In addition, you will also

- play a role in cross-team working groups
- contribute to achieving the overall objectives of the Research Team and Foundation
- develop strong working relationships with colleagues in other departments
- identify opportunities to continually improve the Foundation
- carry out any other reasonable duties

## Who you will work with

You will be part of the Research Team and report to and work closely with the Research Manager, Senior Research Manager and the Director of Research.

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## ABOUT YOU

### Who you are

You are a motivated and enthusiastic colleague who will help us manage a diverse research portfolio. You will have some experience engaging with researchers and administering awards. You will have excellent communication skills, you will be well organised and have the ability to prioritise and work on various projects concurrently. You will have the ability to think methodically and be keen to get involved in projects aimed at achieving our ambitious research strategy.

You are inspired to help us to deliver our vision to advance medical research, improve human health and change people's lives. Our vision is so important that we need the very best people to help us achieve it. Our team is proud to work for the Medical Research Foundation. We are ambitious for the Medical Research Foundation and for ourselves. We are approachable - providing advice to everyone and explaining our work. We are dedicated and committed to achieving the most for our donors and our researchers. And we are involved – constantly looking for new ways to engage and improve. We love our work and we will be looking for this in you too.

### What you will bring to the role

You will have some experience of:

- working, studying or volunteering in a grant-giving or grant-management role, or a research funding organisation or science-related environment
- demonstrating an interest in scientific affairs or medical research.

You will be able to:

- communicate clearly in writing and verbally with colleagues, scientists and other stakeholders
- demonstrate good analytical skills
- work in an organised and methodical manner with excellent attention to detail
- demonstrate strong planning, organising and time-management skills with the flexibility to respond to team priorities and unexpected changes
- work on several projects with varying tasks concurrently
- find solutions to problems by reviewing best practice elsewhere
- demonstrate a high level of IT skills, specifically excellent MS Word, and excellent MS Excel.
- work confidently in a team and be self-motivated to work alone
- provide excellent customer service

## Personal attributes

You will be:

- Ambitious - for the organisation, yourself and for human health
- Approachable - ready to engage, talk and explain to anyone
- Dedicated - willing to go the extra mile
- Involved - constantly looking for ways to engage and improve

## Attractive Extras

- hold a degree, preferably in life sciences
- working knowledge of grants management software
- knowledge of the biomedical research funding landscape