

Research Funding Manager

OCTOBER 2024
JOB DESCRIPTION



Job title: Research Funding Manager
Reports to: Director of Research Policy
Salary: c. £45,000pa
Currently hybrid working, with office in central London, WC1
Closing date: 9am Monday 25 November

About the role

Last year, AMRC charities funded £1.7 billion of research in the UK. This covers a wide range of diseases and conditions, and funding across the research pipeline. AMRC work with our charities to support their processes to deliver this funding in a high-quality and effective way. The Research Funding Manager is responsible for leading AMRC's work to support charities to fund research well. You will work closely with AMRC's member charities to provide guidance, advice and training to enable charities to fund high quality impactful research in universities and the NHS. You will also engage with external stakeholders to shape the environment in which charities fund research. We want to help our charities be on the front foot, leading the way as responsible research funders. In this role, you will lead on AMRC's strategic initiatives to drive responsible funding practices across the membership. This includes streams of work around all areas of research funding including expert review, research culture, equity, diversity and inclusion (EDI), patient and public involvement (PPI), grants management, open access, research involving animals, environmental sustainability and intellectual property (IP). This involves producing or curating guidance, advising members on specific queries on how they fund research, sharing best practice, creating new solutions and horizon scanning, supporting new members to implement our standards and developing and delivering training. You will also assess the issues in the system, understand the levers that charities have, and develop policy solutions.

About you

You will have excellent analytical skills and the ability to see the practical implications of policy and process changes within the sector, along with strong communication and interpersonal skills. You will be a problem solver with an eye for detail. You will need to be self-disciplined and adaptable with the ability to thrive in a dynamic, challenging environment.

About AMRC

The Association of Medical Research Charities (AMRC) is the membership organisation for charities funding medical and health research in the UK. We have over 150 member charities that fund all stages of research – from the most basic to clinical trials – in all areas of health and diseases. Charities are driven by patient priorities and tackling areas of unmet need. Their work accelerates the delivery of innovative treatments to patients. We are proud of the vital role our members play in life sciences and our role in supporting them to deliver this.

How to apply

Please send your CV and a cover letter explaining what makes you a strong candidate for this role to jobs@amrc.org.uk. Please quote 'Research Funding Manager' in the email subject. If you have any questions about the role, or wish to have an informal conversation, please email jobs@amrc.org.uk.

Research Funding Manager

Overall objectives

- Lead AMRC's work on research funding, supporting charities to fund in universities and the NHS.
- Champion the medical research charity sector's voice to show the value and vital role that charities bring to funding life sciences.
- Foster collaborations across the charity sector to support research and share learning and best practice.

Key relationships

- Others in the AMRC team
- AMRC member charities
- Wider stakeholders including government, civil service, arm's length bodies, other research funders and membership organisations relevant to your topic area

Key responsibilities and duties

- Lead AMRC's work to support charities as research funders in universities and the NHS.
- Produce guidance for the website, briefing documents, blogs and other forms of communication on research policy to engage our membership and other stakeholders.
- Oversee delivery and development of auditing of membership standards.
- Develop and deliver a programme of training on research funding for members.
- Help develop the charity sector response and action to government and other stakeholder initiatives.
- Work with member charities and the team to identify evidence and case studies to inform our work and to share best practice across members.
- Foster collaborations across the sector, representing AMRC in sector-wide initiatives and identify opportunities for shared learning and partnerships.
- Develop, support and engage relevant member networks and advisory groups, particularly the delivery of the Research Directors network and the Research Management Working Group,
- Monitor developments in UK research policy and ensure effective horizon scanning.
- Represent AMRC and the charity sector on external groups and at key events and meetings.
- Support the Senior Leadership Team (SLT) to provide thought leadership for the sector, and actively seek opportunities to grow our reach and influence.
- Line management of officer and/or secondees and interns.
- Support membership colleagues with new member applications and upskilling of introductory members.

General responsibilities

- Support members charities as their account manager.
- Maintain AMRC's customer relationship management (Salesforce) database
- Respond quickly and efficiently to inquiries from members.

Person specification

Where D is 'desirable' and E is 'essential'.

Education and experience	
Graduate or equivalent experience	E
Experience working with research management – through a funder or research office	E
Understanding of research funding environment	E
Skills	
Excellent analytical skills and problem solving skills to work with others to develop solutions and implement them	E
Excellent written and oral communication skills	E
Excellent project management skills	E
Organised with good time management skills and able to prioritise competing priorities	E
Strong interpersonal skills, able to work well with colleagues and member charities	E
Ability to work methodically and accurately with excellent attention to detail	E
Ability to lead projects from beginning to end, and take responsibility for their smooth running	E
Positive proactive attitude to work, open to learning and new ways of working	E
Willingness to work flexibly when required	E
Good IT skills, and use of Microsoft products including word, Excel, PowerPoint	E
Line management skills	D
Science or research background	D