

Job description

Research Officer

Reporting to:	Head of Research
Salary:	£27,150 per annum plus £2,000 London weighting if applicable (home address within M25 perimeter/regardless of how often travel is required into the office) Contributory pension scheme
Direct reports:	N/A
Location:	London Hybrid role
Holiday entitlement:	27 days plus three discretionary days between Christmas and New Year and statutory holidays
Terms and conditions:	Full time, 35 hours a week. This role is being offered on a fixed term contract for 2 years.

About Bowel Cancer UK

We're the UK's leading bowel cancer charity. We're determined to save lives and improve the quality of life of everyone affected by bowel cancer. We support and fund targeted research, provide expert information and support to patients and their families, educate the public and professionals about the disease and campaign for early diagnosis and access to best treatment and care.

We currently have around 90 staff based in England, Wales, Scotland, and Northern Ireland. Thanks to the generosity of our community, we're in a privileged position to be able to grow our staff team to deliver our ambitious strategy, [On a Mission](#). There are huge challenges facing bowel cancer patients across the UK and our community needs us now more than ever. We're building a strong and united team to bring us closer to a future where nobody dies of bowel cancer.

Job summary

The Research Officer will report into the Head of Research and provide a wide and extensive range of administrative support to the charity's research grant programme. This includes supporting and taking responsibility of aspects of the grant review process, maintaining

grant records and organising meetings. The post holder will liaise with bowel cancer researchers and clinicians and our research committee members. The post holder will need to be a team player with excellent communication and people skills and must be proactive, resilient and capable of organising and managing a varied workload. We're looking for someone who can hit the ground running, someone who is passionate about science and ideally with some experience of grant administration.

Key responsibilities

- Support the delivery of our grant funding and management processes to ensure that we continue to fund research with the greatest potential
- Manage our patient representatives on our Lay Review Panel and Research Network and support and develop our patient and public involvement activities
- Provide assistance in organising and delivering research events and meetings
- Ensure compliance with all relevant data protection regulations in terms of our protection of personal data and document retention for the funding rounds and all research grants, in line with existing charity policies and procedures

Pre-Research Award administration

- Help to promote research funding opportunities to universities and research institutes
- Provide the administration of our review process to decide on new research to support, including:
 - Responding to applicants' questions and processing research funding applications
 - Administering the process to secure application reviews from our scientific community and patient representatives
 - Support the preparation and delivery of the charity's committee meetings, including sending invitations, preparing documentation, writing full and clear minutes
 - Support the continual development of our processes for managing our grant funding activities

Post-Research award administration

- Support with the preparation of application outcome letters
- Administer the process to complete post-award paperwork with new grant holders
- Assist with the management and evaluation of funded grants by processing invoices, requesting progress updates and ensuring accurate record keeping

Research team support

- Coordinate monthly team meetings - agree schedules, agendas, call for papers and circulate them ahead of meetings as well as providing support for meetings and taking minutes as required
- Provide administrative support for project scoping, desk research, report writing and survey creation
- Assist in the collation of research metrics for measuring our progress so far
- Support colleagues in developing and implementing internal communications

General

- Participate in relevant internal processes: staff and team meetings, project groups and cross organisational working groups
- Perform other duties that might be reasonably expected, which are commensurate with the level of this post
- Have fun and challenge yourself at work, model the charity's values and abide by our policies and practices

Person specification

Qualifications and experience

- Experience of working in an administrative support role, with proven experience of working closely with academics and clinicians
 - Previous experience of administering a peer review process would be highly desirable

- Experience of producing minutes, agendas and action logs
- Experience managing multiple internal stakeholders in a personal and responsive way
- Experience working in a fast-paced environment and managing multiple commitments and priorities

Knowledge, skills and abilities

- Enthusiastic about science and a passion for enhancing your knowledge and understanding of bowel cancer
- Excellent organisational skills
- Excellent Microsoft Office skills particularly Teams, Outlook, Word and Excel
- Excellent written communication skills
- Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders
- Ability to plan, prioritise and deliver to tight timescales
- Ability to work flexibly and effectively as part of a small team and actively collaborate with colleagues in other teams
- Ability to handle sensitive and confidential information in line with rules and policies
- An understanding of the of the issues faced by people affected by bowel cancer

Personal qualities

- Trustworthy and reliable
- Self-sufficient and able to work on own initiative
- Flexible and willing to work collegiately to achieve the charity's ambitions
- A commitment to equality, diversity and inclusion and an understanding of the practical implications of working for an employer committed to equal opportunities

Safeguarding

Safeguarding is everyone's responsibility and at we're committed to safeguarding children, young people and vulnerable adults and we expect all staff and volunteers to share this commitment.

Successful candidates may be subject to either a satisfactory basic or enhanced disclosure from the Disclosure and Barring Service (DBS) dependent upon the role.