

Job Description for Grant & Programmes Manager

The Role

Job Title: Grant & Programmes Manager

Salary: £35,000-£40,000 per annum (depending on experience)

Location: UK-based, the expectation is for 1-2 days per week at the Follicular Lymphoma Foundation, 417 Finchley Road, London NW3 6HJ. With some requirement to travel to attend meetings/training in the UK and overseas.

Hours per week: Full time role (37.5 hours per week); 0.8 FTE considered

Reporting to: Senior Manager, Scientific Programmes

Line Management Responsibilities: None

Contract: Permanent

Who We Are

At the Follicular Lymphoma Foundation (FLF), we are unapologetically bold. We exist for one reason: to accelerate a cure for follicular lymphoma and to do it fast. Follicular lymphoma is a slow-growing but currently incurable blood cancer, and we are determined to change that reality.

We are not waiting for permission. We are not following the status quo. We are focused, agile, and ambitious backing breakthrough science, driving global collaboration, and amplifying the voice of patients everywhere.

The FLF is a fast-growing, dynamic charity start-up with global ambition and the determination to reshape what is possible for people living with follicular lymphoma. As we scale rapidly under the leadership of our new Global CEO, we are building a team that shares the urgency, creativity and courage to challenge convention and push for real impact.

Our research program supports an increasing range of investigations: unique early phase clinical trials, late-stage pre-clinical projects with a clear path to the clinic and companion studies such as biomarker development and “liquid biopsy” technologies. We are expanding our research team to ensure that we remain at the forefront of scientific advances and accelerate progress in lymphoma.

Overview

We are a small, global charity with an ambitious mission and growing international reach. As our portfolio expands, we are strengthening our infrastructure, including implementing a robust Grants Management System to support efficient and scalable funding processes.

We are seeking an energetic and proactive Grants & Programmes Manager to lead the end-to-end delivery of grant-funded programmes and research funding schemes. The role oversees the full grant lifecycle, from call setup and peer review through to award monitoring and close-out, ensuring strong governance, meaningful impact, and operationally deliverable funding proposals.

Role Accountabilities and delegated authority

- Work in alignment with the Foundation's values and maintain the reputation and standing of the Foundation.
- Ensure confidentiality is always maintained and adhere to General Data Protection Regulations across all areas of work.
- Carry out any other duties within the scope and purpose of the role as requested by their line manager.

Key Responsibilities:

Funding Scheme Delivery

- Develop application forms and applicant guidance.
- Set up and manage funding rounds on the Grants Management System (GMS).
- Coordinate peer review processes and committee meetings.
- Draft minutes, feedback, outcome notifications, and award letters.
- Support grant activation and contracting processes.

Grant & Programme Portfolio Management

- Translate funding agreements into delivery plans, milestones, and timelines.
- Monitor progress, budgets, and reporting schedules.
- Manage grant variations, extensions, and stakeholder queries.
- Work with finance to review claims, invoices, and financial reports.
- Central ownership and coordination of grant governance, compliance, and audit readiness across the funded portfolio.

Monitoring, Evaluation & Reporting

- Design and implement monitoring and evaluation frameworks.
- Collect and analyse impact data and produce funder reports.
- Contribute to organisational impact reporting and learning.
- Embed beneficiary or patient voice where appropriate.

Proposal Development Support

- Contribute programme design, delivery plans, and measurable outcomes to proposals.
- Ensure proposals are operationally deliverable and evaluation ready.

Systems & Process Improvement

- Act as a proficient user of the Grants Management System.
- Support system development, implementation, and optimisation.
- Identify and implement workflow improvements.

Cross-Organisational Working

- Provide clear information about awards to internal stakeholders.
- Build strong relationships with applicants, reviewers, and grant holders.
- Support wider team objectives and organisational priorities.

Where This Fits: Growth, Evolution & Future Scope

This is a new role, created to reflect and support the ambitious next phase of FLF's growth.

Person Specification

Essential

- Degree-level education (scientific discipline or equivalent experience preferred).
- Experience managing research grants or grant-funded programmes.
- Strong understanding of grant lifecycle processes.
- Experience with monitoring and evaluation frameworks.
- Experience with financial reporting and budget oversight.
- Excellent written communication and organisational skills.
- Strong attention to detail
- Digitally confident, with experience using grants management systems.
- Project management skills to oversee multiple projects, stakeholders and timelines.

Desirable

- Knowledge of medical research funding environments.
- Experience supporting funding proposal development or restricted funding.

Hours of Work:

This is designed as a full-time role, though we are open to discuss a 0.8 FTE position.

Location: UK-based, the expectation is for 1-2 days per week at the Follicular Lymphoma Foundation, 417 Finchley Road, London NW3 6HJ.

Diversity:

FLF recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

Benefits:

- Competitive salary.
- Opportunities for professional development and career advancement.
- Collaborative and supportive environment.
- Contribution to impactful research that can improve patient outcomes.
- Flexibility.