



## Job Description and Person Specification

### 1. Job Details

- Job title: **Philanthropy Grants Officer**
- Department / Directorate: Development, Partnerships and Stakeholder Engagement
- Reporting to (job title): Head of Development
- Job Grade: 4

### 2. Dimensions

*Describe the quantitative measures relevant to the role:*

1. Budget responsibility: Assists the Head of Development with strategic financial planning, reporting and analysis of research and fellowship funds; liaises with Finance to ensure planned expenditure is managed and communicated effectively.
2. Number of direct/indirect reports: None (works collaboratively with the Development, Communications and Finance teams and Development, Research and Funding Committees).
3. Size/scope of projects or services managed: Management of the College's extensive portfolio of research, grants and fellowships, including pre- and post-award administration, financial monitoring, and governance reporting.
4. Geographic coverage: UK and International

### 3. Job Purpose

A concise statement describing why the job exists and its overall contribution to the organisation.

Reporting to the Head of Development and working closely with the Director of Partnerships and Stakeholder Engagement and the Chair of the current Research and Funding Committee, the post holder will be responsible for the development and management of the College's extensive Research, Grants and Fellowships portfolio.

They will support the development and implementation of the research and funding strategy and contribute to cementing the College's position as a recognised funder of surgical, dental and educational research and opportunities within the profession. They will manage and grow the College's extensive portfolio and promote the impact made possible by College funding.

They postholder will contribute to building partnerships with other funding bodies, academic partners, charities, etc. to provide a broader range of opportunities to College Fellows and Members.

## 4. Key Accountabilities and Responsibilities

List of the main duties and responsibilities:

1. Act as the first point of contact for all research, grants and fellowships-related queries.
2. Provide advice and guidance to colleagues, volunteers, applicants, funders and partners regarding funding opportunities and processes.
3. Administer the full lifecycle of research funding, from the establishment of an opportunity and compliance of governance processes to promotion, financial management, reporting and continued stewardship of awardees, donors and partners.
4. Liaise with Communications to publicise opportunities and showcase funded projects through case studies and impact stories.
5. Work with the Head of Development, Director of Partnerships and Stakeholder Engagement, and Research Committee Chair to identify, develop and launch new funding opportunities.
6. Support the costing of research proposals and, where appropriate, engage with existing or potential funders under the supervision of the Head of Development.
7. Maintain accurate and up-to-date financial and project records to enable effective monitoring and evaluation of activities.
8. Support good governance practices across all research-related activities, ensuring compliance with contractual, financial, and data protection requirements.
9. Act as the Lead executive, providing administrative oversight to support the Research and Funding Committee, including providing agenda preparation, action tracking, and terms of reference adherence.

10. Monitor and assess risks and challenges across the portfolio, taking action where necessary to ensure deadlines and quality standards are met.
11. Provide administrative support as part of the Funding and Development Committee.

## 5. Impact of the Role

*Describe the level of influence the role has on outcomes and results of the organisation*

- How the role contributes to delivering results (indirectly or directly).
  - Scope of decision-making authority and operational influence.
  - Level of autonomy in achieving goals.
1. Contributes directly to the College's strategic goal of supporting research and professional development within surgery and dentistry.
  2. Ensures the efficient management and visibility of College-funded research activities, enhancing reputation and stakeholder confidence.
  3. Supports income generation and responsible fund allocation through sound financial and governance practices
  4. Contributes to the Membership pipeline by helping to support the College's reputation as a recognised funder of surgical dental and education opportunities, therefore driving new affiliations with the College.
  5. Collaboratively builds partnerships with other funding bodies, academic partners, and charities, to provide a broader range of opportunities to College Fellows and Members.

## 6. Communication Requirements

*Describe the type, purpose and complexity of communication required for the role*

- The key audiences the role interacts with (internal/external).
  - The purpose of communication (inform, influence, negotiate).
  - Level of complexity in communication or negotiation.
1. Regular liaison with internal stakeholders, including the Development, Governance, Finance, Communications and Education teams, to coordinate, drive and develop processes and reporting.
  2. External communication with researchers, funders, partner institutions and members to provide information, strategic guidance and support.
  3. Clear written and verbal communication to ensure accurate dissemination of information, influence decision-making and maintain professional relationships.

## 7. Innovation and Problem Solving

*Describe the level of problem complexity and requirement for creativity and improvement*

- The types of problems faced.
- The freedom and expectation to modify, improve, or create new processes.

- Level of complexity in problem-solving (single job area or cross-functional).
- 1. Identify and implement process improvements in grants management systems and workflows.
- 2. Solve complex administrative and financial issues relating to awards and research governance.
- 3. Adapt and develop procedures to accommodate new funding streams and external partnerships.

## 8. Knowledge, Skills & Experience

*Describe the depth and breadth of expertise required for the job*

- Required level of professional/ technical knowledge
- Professional experience and domain expertise.
- Team/ management/ leadership responsibilities

### **Essential**

- Educated to degree level or equivalent experience.
- Previous experience in supporting and developing research grant applications, post-award administration and budget management.
- Exceptional organisational skills and attention to detail.
- Strong analytical and numerical skills, demonstrated by a structured and methodical approach.
- IT proficiency, including experience with spreadsheets.
- Ability to manage competing priorities in a fast-paced environment.
- Excellent written and verbal communication skills, with confidence in dealing with a wide range of stakeholders.
- Ability to work independently and problem-solve effectively.

### **Desirable**

- Experience in higher education, charity or medical research environments.
- Master's degree or equivalent postgraduate qualification.

## 9. Risk and Working Conditions

*Describe the mental and physical demands and environmental risks of the job*

- Work environment, office, remote, volatile settings
- Potential for injury, exposure to hazards
- Mental demands, time pressures

1. Office-based with flexibility for hybrid working; occasional travel and overnight stays may be required.
2. Mental demands include managing time-sensitive work and balancing multiple priorities.
3. Low physical risk; standard office environment.

## 10. Person Specification

### Qualifications

Criteria	Essential	Desirable
Qualification at Degree and/or equivalent level	Yes	
Master's degree		Yes

### Experience

Criteria	Essential	Desirable
Experience of supporting and developing research grant applications, post-award administration and budget management/monitoring	Yes	
Experience of working in a charity setting or in medical research		Yes
Working knowledge and/or experience in an HE or other public sector environment		Yes

### Skills & Knowledge

Criteria	Essential	Desirable
Exceptional organisational skills combined with a strong attention to detail	Yes	

Ability to deal with conflicting demands and prioritise workload between time-sensitive work and longer-term projects in a fast-paced work environment	Yes	
Good analytical skills demonstrated by a structured and methodical approach	Yes	
Excellent numerical/financial skills and the ability to manipulate and present data using spreadsheets	Yes	
Able to work independently and solve complex problems as they arise	Yes	

### Behavioural Competencies

Competency	Description
Teamwork	Ability and willingness to understand colleagues' positions and work together as a team to deliver outcomes.
Collaborative Influence	Builds and sustains productive relationships with internal and external stakeholders through clear, professional and persuasive communication. Demonstrates diplomacy, credibility and emotional intelligence in interactions, fostering collaboration, trust and shared purpose to achieve organisational goals.
Dedication	<p>Passionate and enthusiastic about supporting the College's mission to uphold surgical and dental training standards and improve patient safety around the globe.</p> <p>Committed to embed the College values of Inclusivity, Integrity, Innovation, Respect and Professionalism in the day to day work.</p>
Organisation	Ability to time manage, prioritise, and maintain attention to detail while overseeing multiple simultaneous projects and deliverables.

Creativity	Able to work proactively, creatively and flexibly in a small team, supporting other colleagues and displaying initiative to achieve the Directorate's goals.
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## 11. Signature and Date

Prepared by: Gemma Elliott

Date: 15 June 2026

Approved by:

Head of Department

Date: