

Research Manager (Maternity Cover)

Prostate Cancer Research

Working hours: 35 per week

Salary: £42,188 - £46,994

Team: Foundational Research and Communities

Location: Hybrid between home and London (Holborn) office

Contract: Fixed-term maternity cover for nine months (with potential for role development subject to organisational needs and funding)

Line Managed By: Director of Foundational Research and Communities

Job Description

We are looking for a motivated, thoughtful team-player to join our department on a maternity contract.

At Prostate Cancer Research, we don't just fund research. We help shape it. From launching cross-disease collaborative grant calls to developing first-of-their-kind initiatives that address gaps in the system, we work closely with researchers to drive meaningful progress.

This role offers the opportunity to combine scientific expertise with creativity and strategic thinking. As our research portfolio grows, you will play a key role in ensuring the smooth day-to-day running of the department, while helping to shape its future direction.

Our remit includes delivering our own independent research projects and piloting community-led initiatives, alongside managing approximately £2 million in annual grant funding. You will also help strengthen links between discovery and translational research, support the development of new EDI initiatives, and build connections between academic research and our Prostate Progress data platform.

Responsibility

- Coordinate review of potential new awards, working with peer reviewers, patients, and committee members.
- Contract and onboard new research awards, ensuring all documentation, monitoring, and compliance requirements are met.
- Administer ongoing research grants (particularly Seed Grants and Racial Disparities Grants), including monitoring and evaluating scientific progress, supporting scientists to achieve results, maintaining financial records, with authority to approve minor changes to grant budgets and timelines.
- Collect and summarise project outcomes and learnings to feed into internal and external communications.
- Help design and deliver researcher engagement activities such as webinars, lab visits, and networking events.
- Maintain positive, empathetic relationships with patients, supporting their involvement in research and engagement activities where appropriate.

- Support on departmental logistics, e.g. organising team away days and meetings.
- Contribute to a positive, collaborative team culture, supporting colleagues across departments and sharing expertise where needed.

Skills and Competencies

Our ideal candidate would have the following:

- A higher degree (MSc, MRes, PhD) in a relevant biomedical science discipline.
- A knowledge of research grants and funding processes
- An understanding of academic research environments in the UK
- Strong problem-solving, time management, and project management skills
- Proactive, adaptable, and professional approach to work
- Strong belief in our work at Prostate Cancer Research
- A high degree of autonomy with a will to learn, reflect and self-teach

How To Apply

Please apply by submitting your CV and a short supporting statement (maximum 500 words) outlining why you would like the role and why you think you'd be a good fit, giving examples of previous experience. Your previous experience may be drawn from professional or voluntary contexts, depending on which you think best illustrates your suitability for the role.

There will be a one stage interview process. The interview will be online, and we will provide questions one week in advance. In the event of having two or more candidates with equal scores following first-round interviews, we will hold second-round interviews. The second will be a more informal in-person interview at our offices in London.

We expect first round interviews to take place w/c 25th May.

For more information about the role, please contact us for an informal chat on careers@pcr.org.uk.

For more information about our organisation, visit the Prostate Cancer Research website: [Home - Prostate Cancer Research](#)

The Prostate Progress webpage: [Prostate Progress - Prostate Cancer Research](#)

And the PCR online patient resource, [The Infopool: Home | Infopool](#)

PCR is an equal opportunity employer committed to diversity and inclusion. We welcome applications from all qualified individuals regardless of their race, gender, disability, religion/belief, sexual orientation, or age.