

Candidate pack

Research Funding Officer



Every day...

we're here for people affected by Motor Neurone Disease (MND).

A diagnosis of MND brings home the preciousness of every day. So we do all we can to make every day count. We bring understanding and guidance. We deliver practical and financial support. We raise awareness and campaign for better care. We're not just here for now – as the UK's leading charity funder of MND research, we're striving for breakthroughs to develop new treatments and, ultimately, a cure.

MND moves fast. It takes away time, it takes away independence and it has no cure. Every piece of support, every research project, every pound raised, every kind word, and every day lived well...

matters.

Hello



Tanya Curry
Chief Executive

“We’re really pleased you’re interested in joining us and using your expertise, knowledge and time to make a difference to people affected by MND.

We are a charity with big ambitions and are committed to our vision of a world free from MND - we need a strong team to deliver that.

If you’re a great fit for this role, and us, we hope to meet you soon!”

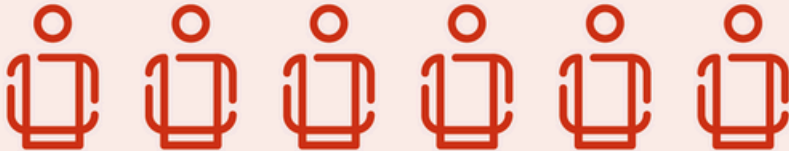
Our vision
A world free
from MND.



Our mission
Everyone
with MND has
choice and
control today,
and a future
driven by
research and
innovation.

What is MND?

Today, six people



**will be told they have MND and six people
will die from the disease.**

**People with
MND may lose
their voice and
movement.**



**And ultimately, their
ability to breathe.**

**A third of people
will die within a
year of diagnosis.**



**More than half will
die within two years.**

**MND is a fatal
rapidly, progressing
disease.**



**It affects the brain
and spinal cord.**

**MND doesn't
discriminate.**



**It affects people from
all backgrounds and
at all ages.**

**There is no cure for MND.
Together we can change that.**



Our values

Four values guide everything we do, and the way we do it. From how we behave day-to-day, to strategic decisions about our priorities, our values shape it all.

We're one strong team.



We work together as one MND Association – a community of people affected by MND, staff, volunteers and partners. We share a common vision and direction. We value diversity. We support each other. We are collaborative and work in partnership with external organisations and with professionals, scientists and others to further our impact.

We make every day count.



Time is precious. We make the most of it to help people with MND. We are proactive, responsive and efficient. We listen to what people need and support them in doing what's important. We deliver at pace, but take the time needed to do things thoroughly. Every day we create impact for people with MND.

We think big.



We are the UK's leading MND charity. People look to us for expertise and inspiration. We support new approaches, new treatments and new understanding. We are bold and ambitious – we think big and make ideas happen. We go beyond what's expected to find new and better ways of doing things. We help set standards, influence care and drive change to shape a better future for people with MND.

We are determined.



People affected by MND are at the heart of all we do. We work with determination and a drive to make a difference. We have compassion and treat people with dignity and kindness. Every interaction is a chance to show that people affected by MND are heard and valued.

Job description

Job title:	Research Funding Officer
Salary:	£34,000 per annum plus benefits
Location:	Northampton
Contract:	Permanent
Hours:	37 per week
Reports to:	Research Funding Operations Manager

Job purpose

To support the efficient co-ordination and administration of the MND Association's recurring and ad hoc competitive research funding rounds.

Main responsibilities

- Support the Research Funding Operations Manager to run the funding rounds for the various Association funding schemes throughout the year.
- Support in the organisation of the Biomedical and Healthcare Research Advisory Panel meetings.
- Communicate with panel members regarding conflict of interest, assessor allocations and panel documentation.
- Take responsibility for setting up funding rounds and other commissioning related tasks using the new Research Grant Management System.
- Support the wider team as a Research Management System Subject Matter Expert.
- Run fortnightly commissioning check in meetings with the Research Funding team.
- Create detailed project plans for funding competitions with final approval by the Operations Manager
- Create relevant Panel documents such as application summaries, agendas and other meeting documentation
- Create communications (eg. outcome letters) for research applicants ready for the Research Funding Operations Manager to dispatch
- Support the maintenance of the two Research Advisory Panels by keeping records up to date and sourcing new members when required in collaboration with the Research Portfolio team.
- Assist the Research Funding Operations Manager in planning and set up of online and in-person Advisory Panel meetings.
- Maintain accurate records of research contacts (eg grantees, applicants, panel members, reviewers) on internal databases.
- Assist the Research Funding Portfolio Coordinators in sourcing peer reviewers for submitted applications and set up and run the peer review and rebuttal process using the Research Grant Management System until this process is fully managed by the Ops team.
- Ensuring that Research Funding Portfolio Coordinators are identifying and sourcing qualified peer reviewers on time according to the commissioning timelines, when needed.
- Support researchers in the submission of applications to specific funding schemes, in particular questions about using and applying through the Research Grant Management System.
- Ensure that applications to the Association's research funding schemes are treated fairly and equitably as described in the appropriate Research Governance Overview documents.
- Assist in the process and template development and testing of the new Research Grant Management System.
- Work collaboratively with other Directorate's in the Association to showcase the research portfolio and document impact and involvement.
- Management of team mailbox on days when Research Funding Administrator isn't available.
- Respectfully challenge processes and make suggestions for improvements.
- Contribute to the strategic direction and operational effectiveness of the Association.
- Undertake any other task relevant to the job purpose and ensure that all functions performed reflect the Association's mission and core values.

Essential criteria

- Experience with digital systems, such as Research Grant Management Systems.
- Experience with Microsoft Office, particularly Excel.
- Excellent communication verbal and written communication skills.
- Proven ability to process and check data accurately and consistently.
- Accurate numeracy skills and a strong attention to detail.
- Proven ability to work on own initiative.
- Flexible approach to a variety of work.
- Good time management, with the ability to prioritise and to work to deadlines.
- A thorough approach to record keeping and completing tasks.
- Degree in relevant scientific field (desirable)
- Experience in research funding in charities or other relevant organisations, such as Government funders (desirable)



What we offer

At the MND Association, we support you to do your best work and thrive within one strong team.

Employment benefits

Hybrid and flexible working

We have a number of regionally-based employees, with our office-based employees working on a hybrid basis with an expectation of one or two days in the office each week.

We are happy to work with you to consider flexible working solutions that support your life and responsibilities as well as the requirements of the role.

Annual leave

28 days holiday, which increases by one day for each complete annual leave year worked (up to a maximum of 33), plus bank holidays. You also have the option to buy up to five additional days' leave through salary sacrifice or to sell back five days.

Pension

We have two schemes available.

- Auto Enrolment Scheme: you and the MND Association both contribute 4% of your net monthly salary.
- Enhanced Salary Sacrifice Scheme: if eligible, you contribute a minimum of 5% and the MND Association contributes 8.1% of your gross monthly salary.

Life assurance

The option to join a life assurance scheme for peace of mind and financial protection for your loved ones.

Health and wellbeing

- **Health cash plan**, which reimburses healthcare costs including dentist, optician, health screening, specialist consultation.
- A 24/7 virtual GP service, called **GP24**, for you and your household.
- A confidential, independent counselling helpline with up to 10 free sessions each year per issue.
- Access to the My Healthy Advantage app.
- Staff and volunteer network groups and forums.
- Mental health first aid scheme.

Cost savings

- Access to the Cycle to Work Scheme so you can save money and spread the cost of buying a bike.
- Access to BenefitHub, which offers a huge range of discounts and cashback plans across hundreds of retailers and providers.

Learning and development

We'll support your professional and personal growth through:

- a comprehensive induction programme
- the Learning Lab, which offers a range of courses
- job shadowing, to strengthen your knowledge in other areas
- the chance to study for an apprenticeship alongside your role.

Working location

Our central office in Northampton is bright and modern with a variety of flexible working spaces, meeting rooms and communal areas. We also have office space in London SE1, close to Borough and London Bridge stations.

Some of our staff are based regionally and work from home.



Francis Crick House

Motor Neurone Disease Association
Francis Crick House
6 Summerhouse Road
Moulton Park
Northampton NN3 6BJ



London office

FORA
180 Borough High Street
London SE1 1LB

Applying for a role

Please apply via our website. Once we've shortlisted, we'll get in touch with all applicants to let you know if you've got to the next stage.

Application notes

- Apply early if you can. If we receive a lot of interest, we may close applications early.
- We are open to part-time applications or job shares – please indicate your preferred working arrangement in your application.
- Please reflect how your experience aligns with our values in your application.
- Depending on the role, you may be required to complete a criminal records check with the Disclosure and Barring Service (DBS).
- If you're successful in securing a role, you will be asked to produce your valid right to work documentation as part of our pre-employment checks. Find out more on [our website](#).
- If you require UK visa sponsorship, please clearly indicate this in your application.

Personal data

We will look after any information you provide to the MND Association when applying for a vacancy in accordance with the General Data Protection Regulation (GDPR). We're committed to protecting your personal information and being transparent about what information we hold.

[Read our privacy policy here.](#)

Animals in research

We understand that not everyone agrees with the use of animals in research. So, it's important to make you aware that some of the research that we fund involves animals.

MND is complex and, at the moment, animal models are still one of the most powerful tools used to help us understand, prevent and one day cure MND. Much of the progress made to date would not have been possible without them.

Inclusive recruitment

We're committed to providing everyone with the opportunity to compete fairly for roles.

- We're committed to providing everyone with the opportunity to compete fairly for roles.
- We anonymise applications to ensure bias does not influence our decision-making.
- All applications are reviewed by a member of our team, we don't use AI to filter applications.
- We can provide reasonable adjustments during the application or interview process, please contact us at hrrecruitment@mndassociation.org for support.
- We are happy to consider alternative application formats from candidates who find it difficult to complete the online form. Contact us to discuss what works best for you at hrrecruitment@mndassociation.org.
- We are a Disability Confident Employer and guarantee interviews for applicants with a disability who meet the requirements of the role.



Find out more about our **[commitments to inclusion.](#)**

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Motor Neurone Disease Association
Francis Crick House
6 Summerhouse Road
Moulton Park
Northampton NN3 6BJ

Tel: 01604 250505

Email: enquiries@mndassociation.org

Website: mndassociation.org

Registered Charity no. 294354



**Every day we support people affected
by Motor Neurone Disease.
Because with MND, every day matters.**