

Research Grants Executive

Job title	Research Grants Executive
Hours	Full time
Grade	5 (£27,601 - £32,585) ¹
Type of employment	Open-ended subject to funding
Location of employment	Remote working with occasional travel to Leicester office OR hybrid (minimum 2 days per week in Leicester office)
Department	Research
Line manager	Head of Research
Direct reports	N/A

¹ Appointments are generally made at the bottom of the stated pay bracket, rising incrementally annually until the top of the scale is reached.

About this role

CCLG is a charity dedicated to creating a brighter future for children and young people with cancer. Powered by expertise, we unite the children and young people's cancer community, driving collective action and progress.

Research is the key to better treatments, improved care, and potential cures. We fund and lead world-class research, fuelling groundbreaking work led by brilliant minds. Collaboration is at the heart of our approach—bringing together the right people and organisations to drive progress and deliver real impact.

We provide trusted information and guidance for children and young people with cancer, their families, and everyone supporting them. Our expertise helps them navigate the challenges of cancer and its impact, offering reassurance and clarity when it's needed most.

Through our professional membership, we bring together the brightest minds in children and young people's cancer, creating a national network that drives progress. Together, we shape better treatment and care - developing guidelines, sharing knowledge, offering expert advice, leading pioneering research, and creating essential resources and education for professionals. Our collective expertise sets the standard, advocating for excellence at every level—local, national, and global.

Our work is only possible thanks to the generosity of fundraisers, donors, and supporters who share our mission. Every pound raised helps fund our research, provide trusted information for families, and brings together experts to improve treatment, care and outcomes.

Our Research Team is responsible for the delivery of our research strategy, which includes our programme of research grant-making as well as initiatives to support the children and young people's cancer research community, ultimately improving outcomes for young cancer patients.

Main purpose of the job

You'll play a key role in ensuring the smooth operation of our research grant programmes across the entire funding cycle, from application and peer review through to award management and post-award administration. You'll work closely with the Head of Research, internal teams, external experts, and funded researchers to maintain high standards of governance, transparency, and impact across all our research funding activities.

We're looking for a confident communicator, with strong organisational skills, who'll use their own initiative and ability to manage a varied workload. You'll be motivated by ensuring our robust processes are followed to provide the best possible experience for CCLG-supported researchers, and ultimately that the highest quality research that will make an impact for children and young people with cancer is funded. You'll be able to contribute to the continual development of our research programme to drive improvements. You'll have a good understanding of research grants and funding processes, as well as an understanding of academic research environments in the UK, paired with a good understanding of a relevant biomedical science discipline through a degree or experience.

Key responsibilities

- Act as the key point of contact for potential grant applicants, grant applicants, funded researchers and other staff from funded institutions, dealing with enquiries by phone and email
- Create and update key documentation for each funding round, including guidance for applicants, and online application forms within our online grants platform.
- Process grant applications through the selection progress via the online grants platform
- Coordinate the expert review process for grant applications, identifying and working with expert reviewers (peer reviewers, lived experience reviewers, and committee members) to ensure our robust processes and high standards for expert review are met
- Organise and provide secretariat support to the CCLG Research Advisory Group, including practical arrangements, preparing documentation for meetings, taking minutes etc
- Organise and provide secretariat support to our parent/patient participation and involvement group, including practical arrangements, preparing documentation for meetings, taking minutes etc.
- Liaise with successful and unsuccessful grant applicants, including preparing and providing feedback on grant applications
- Prepare contracts and other grant-related documentation for new grant awards
- Assist with the compilation of data and preparation of submissions related to our membership of the Association of Medical Research Charities (AMRC).
- Support the administration of our portfolio of funded grant awards, including ensuring ongoing reporting from award holders is received, reviewed and acted upon, and that grant payments are made in a timely manner
- Work with colleagues in the research, fundraising, and communications teams to understand requirements for progress reporting, and to provide relevant information on grants to support their activities
- Ensure the smooth operation of our online grants platform (Flexigrant)
- Prepare reports and analyses on trends in the grant funding programme so as to contribute to the strategic development of the research programme, and other ad-hoc reports as required
- Support our partnerships with other organisations and charities that help to fulfil the ambitions of our research strategy

General

- Adhere to CCLG policies and procedures at all times
- Being proactive in reviewing and evaluating your own performance and identifying and acting upon areas for improvement and development
- Occasional evening and weekend work will be required to deliver events and meet stakeholder commitments.
- Occasional UK travel may be required, including overnight stays where necessary.
- The list of responsibilities outlined above is not intended to be exhaustive, and the post holder may be required to carry out other reasonable tasks or responsibilities under the direction of the line manager.

Key Relationships

- CCLG research team
- CCLG communications and fundraising teams
- Wider CCLG staff team
- Grant applicants, grant holders, expert reviewers (including peer reviewers, lived experience reviewers, and committee members)

Person specification

	Essential	Desirable
Qualifications, knowledge and experience	<ul style="list-style-type: none"> • A relevant degree in a biomedical or health discipline, or relevant experience (to give the ability to understand research grant applications and identify appropriate reviewers) • Experience of grants management, research administration or a similar role • Knowledge of cancer research, the health research environment, charity-funded medical and health research • Knowledge of scientific search engines • Able to communicate clearly in written English and produce accurate communications. • Strong numeracy to manage simple budgets and finance processes related to grant awards • Understanding of confidentiality/GDPR/data protection in day-to-day work • Experience of providing secretariat support for committees or panels 	<ul style="list-style-type: none"> • Knowledge / experience of using online grant management systems (e.g. Flexigrant) • Experience of developing resource management systems (eg Monday.com) to improve internal processes and information management • A higher degree in a biomedical or health discipline

Skills, abilities and competencies	<ul style="list-style-type: none"> • Detail-orientated to maintain accurate records of complex information and processes • Good IT skills with ability in Office365 (Word, Excel, PowerPoint, Outlook, Teams etc) and confidence in producing simple reports • Ability to take accurate minutes of scientific meetings • Excellent communication skills (written and verbal), able to adapt tone for a wide range of supporters and stakeholders including senior academics. • Strong interpersonal skills with the ability to build rapport quickly and maintain positive relationships. • Highly organised: able to manage multiple event timelines, competing priorities and deadlines with minimal supervision. • Able to work independently and use initiative, while collaborating effectively across teams. 	
Other requirements	<ul style="list-style-type: none"> • Able to work occasional evenings/weekends and travel within the UK (including occasional overnight stays), particularly to support delivery of key events • Commitment to CCLG's mission and values, and a compassionate understanding of the impact of children and young people's cancer on families. • Commitment to providing an inclusive, respectful experience for people from all backgrounds. 	

May 2026