Sarcoma UK
The bone & soft tissue cancer charity

Application Pack

Research Officer

December 2025

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Dear Candidate

Post: Research Officer

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to jobs@sarcoma.org.uk. CVs won't be considered.

The closing date for applications is **Sunday 18 January 2026 (5pm)**. Interviews will be held on **Wednesday 28th January 2026** at our London offices, 1 St John's Lane, London, EC1M 4AR.

We take every step to make our recruitment process as accessible as possible for applicants. If you require any reasonable adjustments for any part of the interview or application process, please specify in the application form.

Information about our work is available on our website:www.sarcoma.org.uk and through our social media channels. If you have any questions regarding this post, please contact jobs@sarcoma.org.uk.

I hope that you will consider applying for this exciting and important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Richard

Richard Davidson – Chief Executive

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What is sarcoma?

Sarcomas are uncommon cancers that can develop anywhere in the body, including the muscle, bone, tendons, blood vessels and fatty tissues.

15 people are diagnosed with sarcoma every day in the UK.

There are around 100 different sub-types of known sarcoma.

A key symptom of sarcoma is a lump that is increasing in size,often quickly.

Sarcoma UK is a national charity that funds vital research, offers support for anyone affected by sarcoma cancer and campaigns for better treatments.

@Sarcoma_UK
@Sarcoma_UK
uk.sarcoma
sarcoma.org.uk

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ABOUT SARCOMA UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our vision
Where everyone affected by sarcoma cancer has the treatment, care and support they need.

Our long-term vision
All people with sarcoma will be diagnosed earlier, have better experiences and live longer lives with less long-term effects.

Our mission
To ensure everyone affected by sarcoma receives the best treatment, care, information and support available and to create the treatments of the future.

What we do

- Drive awareness of sarcoma cancer.
- Find answers through funding sarcoma research.
- Provide information and support to anyone affected by sarcoma cancer.
- Campaign for better treatments and to improve standards of care.

Our goals

- More people will survive sarcoma.
- More will be known about the causes of sarcoma.
- Everyone affected by sarcoma will have access to the best treatment and care.

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OUR VALUES

PIONEERING

We are leading the way to a better future for the sarcoma community

- We are bold in our ambitions to maximise our impact
- We are innovative and dynamic in our approach
- We push boundaries in helping to transform the lives of everyone affected by sarcoma

TOGETHER

We are creating a community to make a difference for all those affected by sarcoma

- We support, encourage and learn from each other in our shared ambitions
- We connect and collaborate with others to achieve the best possible impact
- We bring everyone with us to achieve our goals

EXPERT

We use our expertise in understanding sarcoma to deliver better outcomes

- We collaborate with the best in the sarcoma community and beyond
- We amplify the voice of experience and gather evidence to make a difference
- Our professionalism is at the heart of what we do

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Equality, Diversity and Inclusion Statement

Sarcoma can affect anyone. That's why we fund vital research, campaign for better treatments and offer support for everyone.

We know that we have more work to do to make Sarcoma UK more representative of all the people affected by sarcoma. That's why we want to hear from you whatever your gender identity or expression, sexual orientation, religion, ethnicity, age, neurodiversity, disability status, economic background or any other aspect which makes you unique.

Being part of Sarcoma UK means that your uniqueness will help bring about a world where fewer people are affected by sarcoma.

And that's a win for everyone.

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Research Officer

Research is at the heart of our charitable objectives at Sarcoma UK. The charity provides funding for research to understand sarcoma better, improve treatments and ultimately, make a difference to the lives of people affected by sarcoma. Since 2009, we've funded more than 100 projects, representing an investment of more than £10 million.

Our research programme has been expanding significantly over the last few years, with a fully-fledged patient involvement function, networking events for PhD students, an increasing focus on impact, fundraising and communications, and a growing portfolio of research funded in collaboration with other organisations.

The Research Officer role enjoys a varied workload and brings the opportunity to work with autonomy and develop new skills within a friendly and dynamic team. You will work on a broad range of projects, including being involved with our grant management processes, working closely with the Research Manager and Director of Research, Policy and Support. The post-holder will also work closely with other departments across the charity, including producing engaging research communications content for print, online and social media, and will also have the opportunity to interact with senior researchers, clinicians and people affected by sarcoma.

This is an ideal role for someone with a scientific background and an active interest in research management, and it offers the opportunity to make a real impact for people affected by sarcoma and their families.

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Job Description

Research Officer

Salary: £31,000 p.a.
Hours: Full time (37.5 hours per week)
Contract: Permanent
Location: Home and office-based (Farringdon, London)
Reports to: Research Manager
Benefits:

- Flexible working options including hybrid working
- Pension with 5% employer contribution (after 3 months)
- 25 days holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year
- Additional day off for your birthday
- Health and wellbeing:
  - Health Cash Plan (after 3 months)
  - Therapy sessions
  - Wellbeing Group
  - Team activities throughout the year

Job purpose:

To administer and support the Sarcoma UK research programme to maximise our investment and impact.

Duties and key responsibilities

Sarcoma UK's research programme

- To support Sarcoma UK's grant application processes under guidance from the Research Manager. This will include calls for proposals, identifying expert peer reviewers, administering a high-quality peer and lay review process, communication with applicants and potential applicants, administration of grant awards and supporting patient involvement.
- To provide support to the Grant Review Panel and Research Strategy Committee, including organising meetings and preparing minutes.

- To manage Sarcoma UK's portfolio of active research grants, under guidance from the Research Manager. This will include use of grant management software for administration of newly awarded grants, monitoring progress of current grants, oversight of grant finances and reporting on final outputs.
- To support opportunities for patient involvement within the research programme, including managing a network of lay reviewers and facilitating new opportunities, with support from the Involvement and Volunteering Coordinator.
- To support new developments in Sarcoma UK's research programme, including organising and attending events, collaborative funding calls and initiatives to support early career researchers.

Research Impact and Communications

- To monitor and gather outputs and long-term impact of research grants funded by Sarcoma UK and support in ensuring these are shared with internal and external audiences.
- To plan and produce engaging and reactive and proactive communications about sarcoma research, including website, social media, written and video content, working with the Research Manager and Communications Team to ensure our research activities and outcomes are shared with the sarcoma community and wider public.
- To proactively engage with grant holders to gather impactful insights and to support engaging communication about sarcoma research.
- To regularly review and update Sarcoma UK's website with progress updates on research grants and promote funding opportunities.
- To support work undertaken by the Fundraising Team where required, such as lab tours and supplying information about funded grants for donor reports.

External relationships

- To be a point of contact for Sarcoma UK grant holders and their host institutions.
- To maintain positive relationships with Sarcoma UK's research panels, potential grant applications, researchers and clinicians, and the wider sarcoma research community.
- To work directly with a range of people personally affected by sarcoma to place the voice of lived experience at the heart of our research programme.

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General

- To support the integration of the research programme across Sarcoma UK.
- Attend Sarcoma UK events and contribute to the wider work of Sarcoma UK.
- Travel occasionally to meetings and events. Occasional evening or weekend work may be required (time off in lieu will be given).
- Work flexibly and collaboratively in a dynamic environment, undertaking other duties as required to support the wider operations of Sarcoma UK.

Person Specification

	Essential	Desirable
Education, Training, Qualifications	An undergraduate science degree with a biomedical component.	Experience of undertaking scientific or clinical research.
Experience / Knowledge	Understanding of a scientific or medical research environment. Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook) and use of databases.	Experience of working with university researchers, medical researchers and other research stakeholders. Experience of research administration, grant management or peer review. Experience communicating research effectively. Familiarity with Raiser's Edge NXT and Flexigrant grant management system.
Skills and abilities	The ability to work with a variety of people including senior roles in academia and the medical field, patients, family members and other charity stakeholders. Ability to work methodically and accurately with strong attention to detail.	

	Excellent communication skills, both written and verbal, with an ability to communicate complex scientific and medical information to a variety of audiences. Highly organised, with project management skills and an ability to prioritise competing deadlines and work calmly under pressure. Ability to work independently and collaboratively in a team.	
Other	Commitment to improving the lives of people affected by sarcoma. Alignment with Sarcoma UK's values and strategic objectives. Commitment to best practice and professional integrity. Willingness to promote and uphold equality, diversity, and inclusion across all areas of work.	