



RESEARCH SUPPORT ASSISTANT



ABOUT US

THANK YOU FOR TAKING THE TIME TO FIND OUT ABOUT OUR CURRENT VACANCY.

We're delighted that you are interested in working for the Bone Cancer Research Trust (BCRT). Included in this pack is a little background information about the organisation along with details of the job role. BCRT currently employs 33 members of staff, and we have a voluntary Trustee board of 15, based across the UK.

Our charity started in 2004, when a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, they registered the Bone Cancer Research Trust. Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We are incredibly lucky to have a very active and highly engaged community of supporters. Through their support, we have significantly increased our income to £3 million per annum. This increase has enabled us to fund more pioneering primary bone cancer research than any other organisation in the UK. And whilst our research is finding the cures of the future, our dedicated Support & Information Service is available for all patients and their families now, offering expert advice and support through treatment and beyond. Our awareness campaigns continue to raise the profile of primary bone cancer amongst the public and healthcare professionals throughout the UK and worldwide to improve disease understanding and speed of diagnosis.

It is a truly exciting time to be joining our award-winning team, as we have recently launched our 10 year strategic plan and you will play a pivotal role in its delivery. Directly informed by our supporters and stakeholders, our future ambitions will continue to drive improvements in patient survival and ensure patients are supported to find their 'new normal' after treatment.

If you are excited about joining our team, please read through this job pack to see if you have the right skills we are looking for.

We look forward to hearing from you.



With best wishes,

Will Burchell
Chief Executive Officer

ABOUT THE ROLE

The Bone Cancer Research Trust has invested close to £10 million in research funding since our inception in 2006, with commitment accelerating rapidly since our first dedicated strategy was launched in 2017. We offer a diverse portfolio of research grant funding, supporting research at all phases and researchers at all stages of their career.

To maximise the impact of our research funding, we are now seeking an exceptional individual to provide administrative support to the team.

We are seeking a motivated and organised individual to hit the ground running as part of our busy research team as a **Research Support Assistant**. This is an exciting opportunity to be involved in the delivery of our research grant portfolio and in organising and delivering our research events and symposia and our annual patient conference. As an integral member of the Research Team, the **Research Support Assistant** will support many of our research initiatives and will have the opportunity to represent the charity at regional and national conferences.

We are extremely lucky to work alongside a dedicated research and clinical community who strive to improve outcomes for primary bone cancer patients. A key part of the **Research Support Assistant** role will be to engage directly and build strong relationships with our research and clinical community, from sending welcome packs to supporting our yearly impact monitoring.

Experience of working in an administrative, process driven, or project delivery environment is essential. Knowledge and/or experience of research grant administration would be beneficial but not essential. Working in health or research-related environments would also be beneficial but not essential. The role will involve the use of the charity's CRM database and Teamwork. Experience in the use of these is beneficial, however full training will be given.

This exciting role will give the successful candidate the opportunity to learn about all aspects of a medical research charity, all whilst making a huge difference to people affected by primary bone cancer.



KEY BENEFITS

- Flexible approach to working hours
- 30 days annual leave per year plus bank holidays
- An extra leave day in every 5th year of employment to celebrate your work anniversary
- Healthcare cash plan & Employee Assistance Programme
- 6% employer pension contributions
- Clear performance expectations and opportunity to increase salary banding annually
- Enhanced sickness, maternity and adoption leave
- Training and personal development opportunities
- Option to purchase up to 5 days additional annual leave
- Life Assurance of 4x annual salary
- Free onsite parking at our Horsforth office

We believe wholeheartedly in supporting our staff to do their very best, irrespective of working location. If needed, and following a workstation assessment, you will receive an allowance for a home-working workstation and all necessary home-working equipment will be provided.

ROLE DETAILS

Job title:	Research Support Assistant
Reporting to:	Research Manager
Line management:	No direct reports
Salary:	£23,088 - £25,587 per annum
Hours of work:	Part time, 22.5 hours per week
Contract type:	Fixed term for 1 year with the expectation of becoming permanent
Location:	Remote or Office based in Horsforth, Leeds (Nationwide travel will be required occasionally)
Probation period:	3 Months



KEY RESPONSIBILITIES

The **Research Support Assistant** will provide administrative and database support for the research team. They will support the administration and management of BCRTs research grant portfolio, the delivery of research events and will maintain the research database.

KEY DUTIES:

- Maintain and update the charity CRM and perform data processing and mapping tasks.
- Ensure all research projects are added to and managed through Teamwork.
- Support with research funding calls, including updating the charities website, call announcements, sending out applications, confirming receipt of applications and co-ordinating requests for review.
- Support with management of awards, including outcome and feedback of applications and impact monitoring.
- Check and record invoices received for research grants, ensuring expenditure is in accordance with the grant award and pursuing necessary queries with relevant parties.
- Support with the organisation and delivery of BCRTs research events and symposia and our annual patient conference.
- Support with the organisation and delivery of laboratory tours.
- Send out researcher welcome packs and any other items to our research and clinical community.
- Provide accurate minute taking for team meetings and away days.
- Occasionally travel to external conferences and meetings.

OTHER:

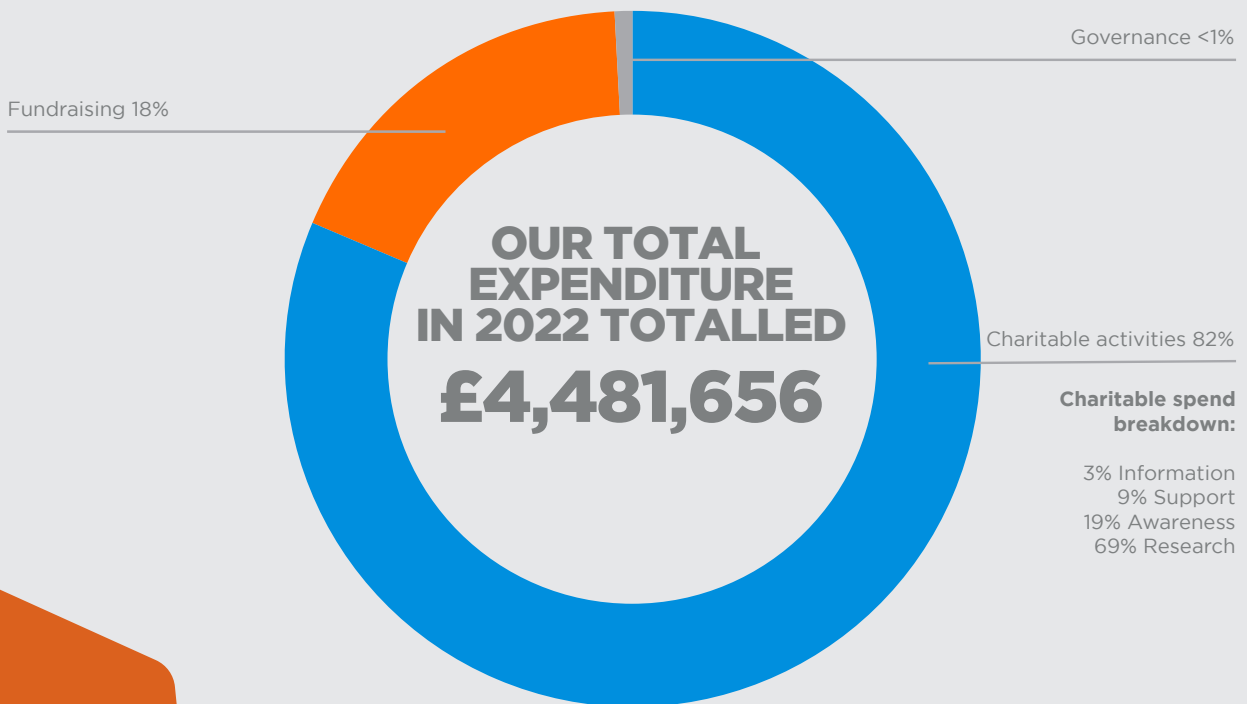
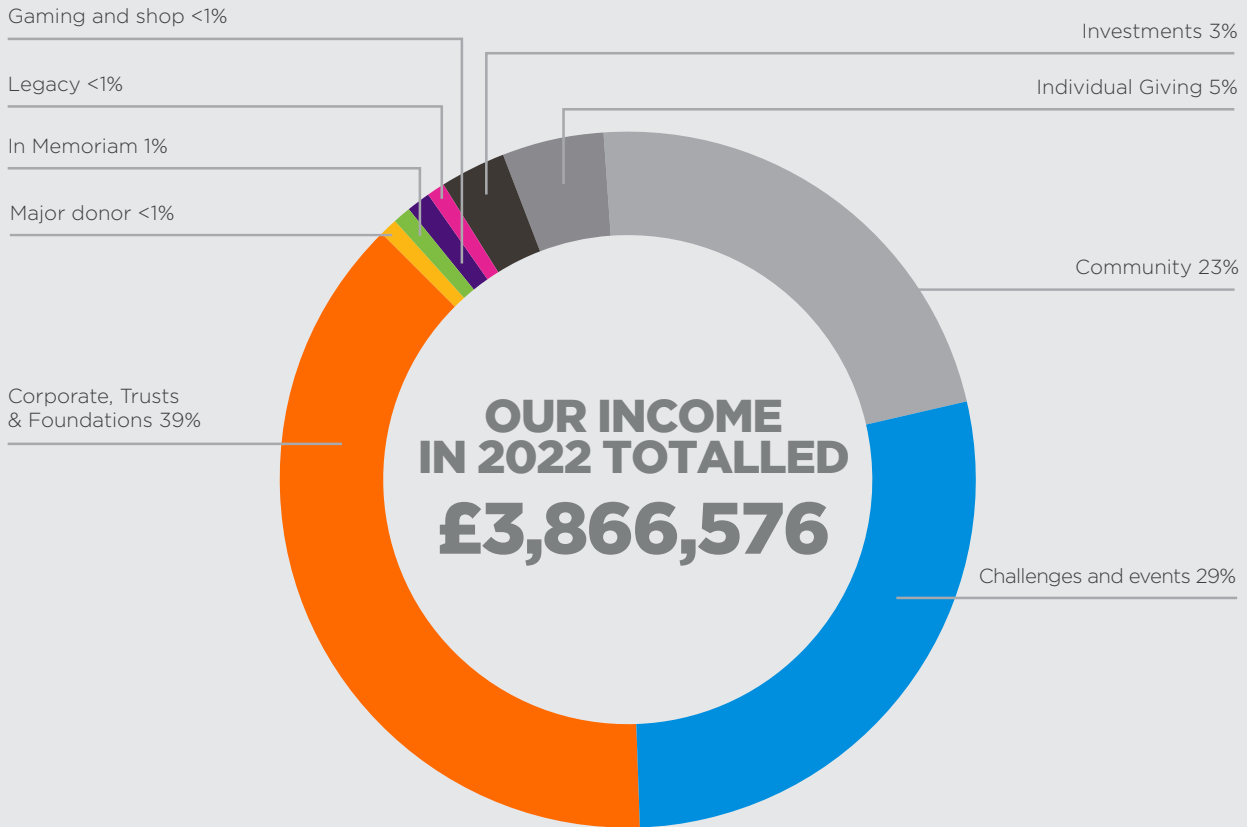
- Ensure compliance with Data Protection, Electronic Communications and PIF guidelines.
- Undertake training, development and appraisal activities as required by the charity's leadership team.
- Evaluate own performance critically and strive for continual improvement.
- Select and make use of a variety of resources, including IT to manage workload effectively.
- Support the charity's ethos and policies and demonstrate a commitment to attitude and behaviour that reflects our core values – Pioneering, Dynamic, Supportive, Knowledgeable and Trustworthy.
- Act as an ambassador for BCRT and attend and research meetings and other events as and when required which will include some evenings and weekends.
- Carry out any other duties as may be reasonably requested that are commensurate with the level of this role.

Personal Specification

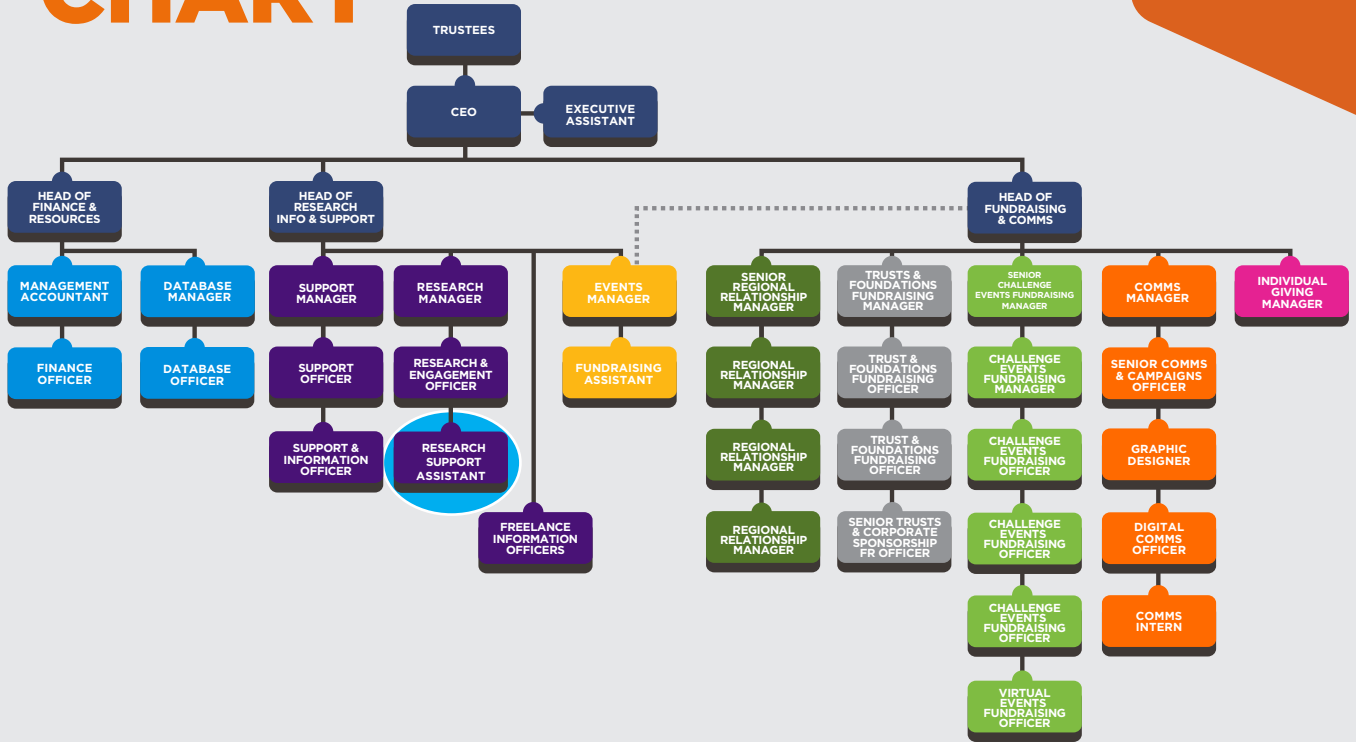
No candidate will meet every essential and desired criteria. If your experience looks a little different from what we've identified and you think you can bring value to the role, we'd love to learn more about you.

Criteria	Essential	Desired
Knowledge, Qualifications & Experience		
A good level of general education, including a high standard of English.	✓	
Relevant professional qualifications such as medical, scientific or healthcare qualifications		✓
Knowledge of or experience working in an administrative capacity in a public health or medical research charity		✓
Experience working with Microsoft Office, in particular Excel	✓	
Experience working with CRM databases		✓
Experience working with project management tools (preferably Teamworks)		✓
Skills, Abilities & Knowledge		
Ability to maintain positive relationships with the primary bone cancer community	✓	
Enthusiastic, imaginative, energetic and creative with a 'can do' attitude.	✓	
Ability to confidently work as part of a team or individually.	✓	
Excellent interpersonal and communication skills.	✓	
Be highly organised	✓	
A shared passion for the work of the Bone Cancer Research Trust.		✓
Self-reliant and competent IT user including internet, email, databases, spreadsheets, and MS Office.	✓	
Other		
Ability to manage a varied and complex workload, prioritising competing demands whilst maintaining accuracy and attention to detail.	✓	
A team player with the willingness to work flexibly and proactively, across different teams and respond to the emerging needs of the charity.	✓	
UK Driving Licence		✓
Willing and able to travel within the UK with occasional overnight stays	✓	

INCOME & EXPENDITURE 2022



ORGANISATION CHART



HOW TO APPLY

The Bone Cancer Research Trust promotes an inclusive culture. We are committed to encouraging further growth from diverse groups, and we welcome applications from people from under-represented groups or communities.

For informal discussions about the role, please contact viqi.vinader@bcrt.org.uk.

To apply, please complete the equality and diversity monitoring form and the application form and send to zoe.davison@bcrt.org.uk by 5pm on the **1st of September 2024**.

Interviews for shortlisted candidates will take place during the week commencing on the **16th of September 2024**.

10 Feast Field, Horsforth, Leeds LS18 4TJ

Visit: bcrt.org.uk

Call: 0113 258 5934

Email: info@bcrt.org.uk

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Bone Cancer Research Trust is a Charitable Incorporated Organisation (CIO), registered at the Charity Commission with Charity Registration Number 1159590.