

worldwide cancer research

We're looking for a Research Funding Administrator to join our team

Salary: £30,291

Base: Central Edinburgh/hybrid

Hours: Full time and permanent. 35 hours a week over core working hours of 10am – 3pm, Monday to Friday, with a one-hour lunch break. The office is open 8am – 6pm daily and our hybrid working policy requires all full-time employees to work at least two days a week in the Edinburgh office.

Benefits: 10% employer pension contribution; employee assistance programme and counselling service; enhanced maternity/paternity/adoption pay; enhanced sick pay; 31 days' paid holiday/year plus four paid winter public holidays; 2-weeks fully remote working/year; three paid carer days/year; death in service benefit; cycle to work and travel season ticket schemes.

To support the Team's work-life balance, we work a nine-day fortnight where the charity is closed every second Friday.

About the role and why we need you

To help start new cancer cures and save lives, we are looking for a Research Funding Administrator to join the busy Research team at Worldwide Cancer Research. As Research Funding Administrator, you will be part of the team running the Charity's multi-million-pound response-mode funding programme for discovery cancer research. Reporting to the Research Funding Manager, you will assist with the processing of funding applications, their review by external experts and the charity's Scientific Advisory Committee (SAC), and the administration and financial management of the resulting awards.

This role will give you the opportunity to make an impact every day and to demonstrate our charity values in your day-to-day work. If this sounds appealing, we would love you to apply.

- We are a disability confident committed employer. Please contact Paula Cahill, our HR Manager, if you have any questions about our recruitment process, accessibility and adjustments to support you: paulac@worldwidecancerresearch.org
- Please note your cover letter will be key to the success of your application and applications without cover letters may not be considered.
- Please tell us where you first saw this job advertised.



Who are we?

At Worldwide Cancer Research, we start new cures. Cancer is still one of the leading causes of death worldwide, but cutting-edge science can give us hope. Discovery research seeks to uncover new knowledge that could change the way we think about cancer. It reveals new ways to prevent, diagnose, and treat cancer that can save lives.

We actively seek unconventional and imaginative ideas from scientists at all stages of their career, across the globe. In some cases, we are the only organisation that will fund a scientist's idea. We take an unbiased approach to research funding by focusing on supporting only the best ideas for new cures. By having a diverse research portfolio, we increase our chances of finding breakthroughs.

Our vision is of a day when no life is cut short by cancer, and we believe we can achieve this by starting the life-saving advances of the future by sowing the seeds of discoveries. Anyone that helps bring forward breakthroughs – including our staff, our supporters, and the researchers we fund – is a Curestarter.

As a charity, we are committed to opportunity without barriers, and we are striving to seek, value and learn from different perspectives and experiences. We want Worldwide Cancer Research to be an inclusive organisation – where everyone can be themselves and feel valued – as diverse as the scientific community we fund and the families whose lives we impact.

We are committed to ensuring that we provide equal opportunities to every applicant regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that our recruitment process is unbiased and that everyone is treated equitably. In support of this, we have pledged to 'Show the Salary' for our roles and we are registered as a Disability Confident Committed Employer – because our team members are at the heart of everything we do to start new cancer cures around the world.

To help start new cancer cures and save lives, we are looking for a Research Funding Administrator to join the busy Research team at Worldwide Cancer Research, to help the charity run its multi-million-pound funding programme for discovery cancer research.

How do I apply?

- Please email your CV with your cover letter to: recruitment@worldwidecancerresearch.org
- You will find the full job profile and our benefits on [Worldwide Cancer Research careers](#)
- Closing date is Monday 7 October 2024, 12 noon.
- Interviews will be held w/c 14 October 2024 and we will contact all applicants as soon as possible after shortlisting for interview.

Additional information

Award Worldwide Cancer Research is a team of around 50 and we run an annual Employee Engagement Survey; in 2023 we achieved a 98% positive response to 'I would recommend Worldwide Cancer Research as a good place to work'.



Privacy We will hold your application data on file for six months after the end of the recruitment round, after which your data is deleted or destroyed. Please view our [Recruitment Privacy notice](#) .

Thank you for your interest in our work.

Post: Research Funding Administrator

Responsible to: Research Funding Manager

Key contacts/relationships:

External – Applicants, Funded Researchers, Scientific Advisory Committee, Finance Officers

Internal – Science Communications Team, Finance Team, Research Impact Team

Purpose

As part of the Research team, to be responsible for the administration of the multi-million-pound response mode funding programme for discovery cancer research.

To assist with the processing of funding applications, their review by external experts and the charity's Scientific Advisory Committee (SAC), and the administration and financial management of the resulting awards.

Key responsibilities:

Processing of research funding applications –

- Provide guidance and support to potential applicants.
- Process and validate submitted funding applications.
- Provide administrative support for all the review processes.
- Plan the SAC meeting and associated events.

Management of funding awards –

- Help with issuing contracts to successful applicants.
- Check submitted grant claims, expenditure breakdowns and payment schedules. Add to grant management system and validate, making any approved annual budget virements or claim abatements.

- Process grant requests for variation of project plans, budgets, or other grant changes – with input from Research Funding Officer.
- Build good relationships with grantholders and finance offices at funded institutions.
- Work with the Finance team to ensure smooth flow of information relating to grant expenditure.

Wider responsibilities -

- Provide administrative support to the wider Research team when required.

Generic information for all roles

- The responsibilities described within the job description are not intended as exclusive or exhaustive. They are to highlight the major tasks and duties of the role and the post holder may be required to undertake other duties that are consistent with the overall purpose of the role.
- It is expected that every job description will be subject to a regular review. In addition, posts may be reviewed where there is a change in the requirements of the charity.
- Attend regular team training as required.
- Every member of staff is expected to be a role model to others within the charity and those they encounter in the course of their duties, upholding the charity’s values.

Person specification:

Requirements	Essential	Desirable
Educational attainment	Good level of literacy and numeracy – English and Maths National 5 (or equivalent). Or demonstrable equivalent level of experience or professional qualification).	Science A levels/Highers. Degree in a relevant subject.
Experience	Administration in a busy, multi-tasking environment. Events’ organisation.	Appreciation of charitable medical research funding. Knowledge of the academic research environment. WA similar role in the charity sector or an academic research environment.
IT experience	Proficient in use of MS Office software particularly Excel.	Advanced MS Excel. Working knowledge of databases.
Skills and aptitudes	Excellent communication skills, both written and verbal, proficient in communicating effectively with a wide variety of	

	<p>audiences, particularly with those who do not have English as a first language.</p> <p>Ability to work autonomously on defined tasks and to prioritise work to meet deadlines.</p> <p>Aptitude for planning and organisation, with the ability to remain calm under pressure.</p> <p>Strong attention to detail and high standards of accuracy, even whilst working to tight deadlines.</p> <p>Good interpersonal skills and the ability to build effective working relationships with colleagues at all levels.</p> <p>Discretion and integrity.</p>	
Interests	<p>Charity work.</p> <p>Professional learning and development.</p>	<p>Appreciation of discovery cancer research.</p> <p>Knowledge of Worldwide Cancer Research.</p> <p>Third sector networking.</p>
Other requirements	<p>Willingness to understand the vision, mission and strategy of Worldwide Cancer Research.</p> <p>Commitment to attend training courses to update knowledge and skills.</p> <p>Commitment to diversity and inclusion.</p> <p>Willingness to demonstrate the charity's values.</p> <p>Occasional travel throughout UK and Europe if required for meetings/key events.</p>	