
JOB DESCRIPTION: RESEARCH IMPACT OFFICER

ROLE PURPOSE

Your role will support the Research Evaluation & Impact team. You will be responsible for generating insight and evidence to evaluate the impact of the Medical Research Foundation's support for medical research.

ABOUT US

Why the role is important to us

The Medical Research Foundation's mission is to drive the life-changing advances of tomorrow, by laying the foundations for ground-breaking new discoveries today.

We know that many health conditions are overlooked and underfunded, that new health threats will continue to arise, and that there will always be a need for high-quality, high impact medical research.

But to continue funding life-changing research, long into the future, we need to raise our profile and engage more people with what we do.

As we deliver our exciting new strategy to 2029, we're looking for an enthusiastic research impact professional - someone who will contribute to the monitoring and evaluation of the medical research we fund to demonstrate outputs and impact of individual research projects. This is vital for inspiring more people to support our work.

What you will do

Research outcome and impact reporting and analysis

- Provide day-to-day administration for the monitoring of the research portfolio
- Collate and process annual and end-of-grant reports.
- Support ongoing monitoring and evaluation projects, and optimise other data collection points to support M&E e.g., applications, interviews with grant holders.
- Support the on-going development of grant monitoring tools
- Develop and maintain working relationships with grant holders, as well as researchers using structured M&E tools to capture key impact data and stories.

Communication of outcomes and impact

- Contribute to reports on impact reporting for our Board of Trustees and wider external audiences.
- Work closely with the Communications team to produce a regular research/researcher case studies.
- Work with the Fundraising team to contribute to materials to tell the stories of the impact of our research to help to raise funds for new research.

Scientific events

- assist in the delivery of scientific seminars and award events
- represent the charity at external events

In addition, you will also

- play a role in cross-team working groups.
- contribute to achieving the strategic aims of the Research Team and Foundation.
- develop strong working relationships with colleagues in other departments.
- carry out any other reasonable duties, including supporting funding calls.
- identify opportunities to continually improve our work.

Who you will work with

You will be part of the Research Team and report to and work closely with the Senior Research Impact Manager and the Director of Research.

ABOUT YOU

Who you are

You are a motivated and enthusiastic colleague who will help us manage a diverse research portfolio. You have excellent analytical and communication skills, you are well organised and have the ability to prioritise and work on various projects concurrently. You have the ability to think methodically and are keen to get involved in projects aimed at achieving our ambitious research strategy.

You are inspired to help us to deliver our vision of a world where research improved health for everyone. We believe that our vision is so important that we need the very best people to help us achieve it. Our team is proud to work for the Medical Research Foundation. We are ambitious for the Medical Research Foundation and for ourselves. We are approachable - providing advice to everyone and explaining our work. We are dedicated and committed to achieving the most for our donors and our researchers. And we are involved – constantly looking for new ways to engage and improve. We love our work and we will be looking for this in you too.

What you will bring to the role

You will have some experience of:

- working or volunteering in a science-related environment
- collating and analysing data using Microsoft Excel, including use of data analysis functions such as pivot tables
- interpreting complex datasets to extract meaningful insights and create visual representations of data

You will be able to:

- understand complex scientific information presented in reports or publications and explain it in a simple way
- communicate clearly in writing and verbally with colleagues, scientists and other stakeholders
- demonstrate an interest in scientific affairs or medical research
- demonstrate good research and analytical skills
- work in an organised and methodical manner with excellent attention to detail
- demonstrate strong planning, organising and time-management skills with the flexibility to respond to team priorities and unexpected changes
- work on several projects with varying tasks concurrently
- find solutions to problems by reviewing best practice elsewhere

- demonstrate high level of IT skills, specifically excellent M/S Excel
- work confidently in a team and be self-motivated to work alone
- provide excellent customer service

Personal attributes

You will be:

- Ambitious - for the organisation, yourself and for human health
- Approachable - ready to engage, talk and explain to anyone
- Dedicated - willing to go the extra mile
- Involved - constantly looking for ways to engage and improve

Attractive Extras

- research experience
- knowledge of the biomedical research funding landscape