

Senior Research Grants Project Officer

Myeloma UK

June 2024

Welcome

Thank you for your interest in Myeloma UK.

This is a very exciting time to join our team as Myeloma UK is at a key point in our charity's history. Having successfully served our community for 25 years, we are now looking forward to how we can adapt to the changing needs of myeloma patients and their loved ones.

When Myeloma UK was founded the life expectancy for a myeloma patient was between 12 and 24 months. There were no bespoke myeloma treatments available on the NHS, there were big gaps in our knowledge about the disease and getting the latest evidence-based information about myeloma was anything but easy. Today, the life expectancy has quadrupled to between four and eight years, with three out of ten patients living for ten years or more after their diagnosis – and some for much longer. There are now nine myeloma drugs in active use that can be delivered over 12 different combinations, we have funded over £19m of innovative myeloma research and for over two decades we have provided a range of patient support services and information which have been a lifeline for thousands.

We have come a long way. And yet, myeloma is still an incurable blood cancer. We still see one-third of patients being diagnosed at a late stage and in an emergency setting. And we now face new challenges as we work to give our community an empowered present and a hopeful future. With some patients living longer, we also need to ensure they live well with myeloma.

We are passionate about driving positive change for those effected by myeloma and committed to fostering a supportive culture of learning and innovation.

We look forward to hearing from you!

Yours sincerely

A handwritten signature in black ink, appearing to read "Sophie Castell", with a long horizontal line underneath.

Dr Sophie Castell
Chief Executive

Our long-term ambition

Make myeloma history

Our purpose

To give every patient an empowered present and a hopeful future

In 2022



Our income for the year was £5.2m

£5.2m



Our expenditure on meeting the needs of people affected by myeloma was £5.2m



£1.8m

Our expenditure on research totalled £1.8m



From every £1 of expenditure, 81p was spent on improving the lives of people affected by myeloma

Our strategy and work

Myeloma UK works to four strategic cornerstones.



Diagnose
myeloma earlier

We will reduce the impact of myeloma and related conditions on people's lives.

- Better patient outcomes are heavily dependent on identifying myeloma before symptoms develop and we work to raise awareness of myeloma with healthcare professionals and the general public.
- We lead a unique early diagnosis working group that brings together clinical experts to address the challenges in identifying this complex cancer. We will evolve this to invest in vital research to examine how myeloma develops through each stage.



Transform

the patient experience.

We will identify unmet need, improve outcomes, and ensure equal access to patient-centered treatment and care for patients with myeloma and related conditions.

- We campaign for patient access to the latest treatments via the NHS through our sector-leading patient advocacy program and provide award-winning information and support services to the myeloma community.
- We will represent patients in every relevant drug assessment and work to have patient preference integrated into the drug evaluation process. We will evolve our information and support services to provide mental health and wellbeing tools and extend the support hours we offer.



Discover

and share knowledge

We will pursue lasting and transformative scientific discovery in myeloma and related conditions.

- Our uniquely focused research program works with partners including the Institute for Cancer Research and the Structural Genomics Centre at Oxford University to drive understanding into the causes and treatment of myeloma. We are committed to the principles of open science.
- We will accelerate the development of the most promising new treatments by investing in early stage clinical trial design through our Clinical Access and Research Program (CARP) run in partnership with the University of Leeds and the UK Myeloma Research Alliance. We will set at least two new trials per year through CARP to provide patients with early access to novel therapies, up to ten years ahead of the NHS.



Influence

positive change in care

We will build the optimum model of care for myeloma patients and patients with related conditions through leadership and collaboration.

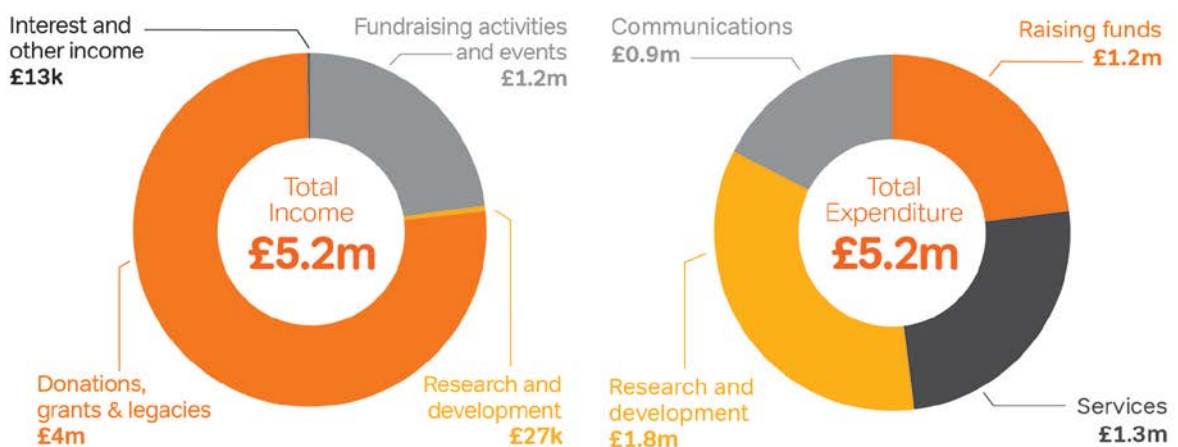
- We invest in the lifetime of the patient journey by operating a best practice accreditation program for hospitals and providing educational and training materials to the wide range of healthcare professionals who treat myeloma patients and those with related conditions. Our health services research program quantifies patient experience and need to change how patient care is designed, delivered and funded.
- We will create a universal experience of myeloma care through our Clinical Services Excellence Program and integrate patient preference into healthcare service design. We will influence the policy making process to ensure the needs of myeloma patients are understood and met.

Funding our work

Myeloma UK is a fundraising organization with income generated from voluntary fundraising, grants and trusts, philanthropy, and some trading activities. We rely on the generosity of our donors to enable us to run our life-changing programs.

We have ambition to grow our fundraising substantially over the next three years to deliver the change myeloma patients need. Our strategic priorities are:

- Recover our pre-pandemic income by 2023 and pursue an ambitious and sustainable growth five-year strategy to increase income
- Diversify our income streams, developing our high-level donor and trust and foundation activities
- Embed fundraising across the whole organization.



Income & Expenditure for the 12 months to December 2022

Our values



We strive for **Excellence**

We constantly strive for excellence in everything we are involved with, helping us achieve consistently high standards while offering well informed support. We have expert knowledge, delivering quality in everything we do.



We are **Compassionate**

Our understanding nature underpins all conversations, meetings and interactions. This warmth helps us empathise with people in difficult situations, offering support while being thoughtful and considerate colleagues.



We are **Passionate**

Our passion encourages us to go over and above, channelling our energy positively to make significant, measurable progress. We believe in what we do. Our desire to find a cure is unstoppable, as is our drive to help those affected.



We are **Collaborative**

We are united behind our goal of finding a cure for myeloma. To achieve this, we work with and support a wide variety of stakeholders to drive progress. This collaborative approach empowers us to work as a team, share progress, share knowledge and involve the right people.



We are **Innovative**

We are always searching for new ways to challenge myeloma. Our work progresses new drugs and treatments, influences policy and encourages positive change. Our ability to look at situations from a variety of perspectives allows us to explore new avenues and find the best ways to support the people we interact with.

Job Description

Post	Senior Research Grants Projects Officer
Job Ref	R/13
Location	Edinburgh/flexible
Department	Research and Advocacy
Reporting to	Head of Research
Responsible for	This post has no direct reports

Job Summary

Myeloma UK is the only UK charity focused on myeloma and its related conditions. We provide support and influence access to treatments, while researching a cure. Thanks to life-extending treatments and support, today many people affected by myeloma are able to live longer and to live well. Together, we support, so no one faces myeloma alone.

Myeloma UK's portfolio of funded research projects and programmes play an important role in achieving our strategic objectives. These programmes aim to discover and share new knowledge, support the development of clinical trials for patients and answer questions of unmet need in myeloma.

The post holder will lead on the day-to-day management of the portfolio, covering the complete lifecycle of research projects.

As a member of the Research and Advocacy Directorate, the Senior Research Grants Project Officer will contribute towards the delivery of the charity's strategic, operational, and departmental plans.

Key Deliverables

1. Research Programme

- Ensure the development and effective management of the funded research grants portfolio in line with Myeloma UK procedures to ensure compliance with AMRC guidance and charity financial requirements.
- Ensure that grant holders deliver on contractual milestones and manage high level relationships with Principal Investigators.
- Be responsible for effective stewardship of funded researchers and relevant external stakeholders.

- Ensure Myeloma UK maintains sector best practice procedures for funded research.
- Provide secretariat for the Research Advisory Group and any advisory or subject specialist groups established.
- Contribute to the development of operational and project plans which meet the approved budget and factor in other teams within the charity and wider external stakeholders.
- Main point of contact for Researchers seeking Myeloma UK support for research funding applications

2. Communication and relationships

- Responsible for providing content, resources and liaising with the communications team to inform and update our supporter audience on our funded research programme and other relevant research issues.
- Contribute to organisational outcomes and impact reports.
- Build and maintain effective relationships with relevant research communities and stakeholders, representing the charity externally when needed.
- Deputise for the Head of Research as required on appropriate issues.

3. Reporting

- Develop and maintain accurate and timely reporting of activity, outputs and impacts to monitor progress and support reporting to external funders (where appropriate).

4. General responsibilities

Continuous improvement, developing skills, adhering to organisational quality standards, and teamwork underpin all roles at Myeloma UK.

- General responsibilities include:
- Adopt the Myeloma UK principles of quality management.
- Be attentive to and implement organisation brand and style guidelines.
- Participate in team meetings and work together with colleagues to maintain and improve knowledge and skills.
- Act as a source of information and support to colleagues throughout the organisation.
- Build productive working relationships with external advisers to maintain and enhance their commitment to Myeloma UK.

- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- This role will require some essential travel within the UK, therefore the post holder must be willing to travel. Regular travel to Edinburgh if based elsewhere will be required.
- Undertake such work as may be appropriate to the post.

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of Myeloma UK at any time after discussion with the post holder.

Person Specification

Area	Essential	Desirable
Qualifications & Experience	<ul style="list-style-type: none"> • Educated to degree level in a biomedical/science/health relevant field • Demonstrated experience of research funding management • Demonstrated experience of project management within a health research environment 	<ul style="list-style-type: none"> • Post Graduate qualification in relevant field • Academic/clinical research experience
Knowledge	<ul style="list-style-type: none"> • Broad understanding of academic and clinical research environment • Knowledge of the principles of research/grant funding • Understanding of the principles of effective communication and relationship building 	<ul style="list-style-type: none"> • Broad knowledge of cancer biology and treatment options
Skills	<ul style="list-style-type: none"> • Excellent verbal communication skills, with the ability to communicate at all levels both internally and externally • Demonstrated ability to develop and maintain positive relationships with a variety of stakeholders • Demonstrated ability to review research evidence and data. • Demonstrated ability to summarise complex technical information for a non-specialist audience. • Demonstrable problem solving and advisory skills • Attention to detail with excellent written skills • Excellent organisation and IT skills • Ability to multi-task 	

Personal	<ul style="list-style-type: none">• Self-motivated and ability to work independently• Ability to work in multi-disciplinary teams• Proven ability to work effectively to deadlines and prioritise workload• Ability to manage a wide range of tasks and work well under pressure• Ability to take initiative• Commitment and desire to make a difference• An ability to work out of the office across the UK as required	
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Terms and Conditions

Post	Senior Research Grants Project Officer (permanent, full-time)
Salary	£37,775 - £40,463
Probation period	Three months
Hours of work	The standard working week comprises 35 hours, Monday to Friday. Myeloma UK operates a flexitime scheme and details will be provided by the Head of HR and Operations. The postholder will be expected to assume duties outside working hours to support the delivery of their role and the operation of the organisation when required.
Holidays	Full-time holiday entitlement is 30 days per calendar year, plus 6 public holidays.
Pension scheme	Myeloma UK complies with its auto-enrolment obligations and, subject to matched employee contributions, offers a 7% pension contribution to all staff.
Premises	Myeloma UK is situated at 22 Logie Mill, Beaverbank Business Park, Edinburgh, EH7 4HG.

Join us!

At Myeloma UK, we are committed to bringing together the best and brightest people across the whole organisation. We are interested in people who have helped charities and organisations achieve their ambitions, be that through professional or lived experience. We know that it is only by bringing multiple talents into a team that we can achieve change, so we would like to hear about what makes you exceptional – your skills, your interests, your experience, and your values. We are committed to reflecting the whole myeloma community in our structure, so we particularly encourage applications from black and ethnic minority communities and from people with disabilities.

Myeloma UK offers its employees a range of benefits including a pension salary exchange scheme, flexitime, flexible working from home with hub-based office working, health plan and holiday purchase scheme and we are committed to providing learning and development opportunities for all our employees.

As part of any recruitment process, Myeloma UK collects and processes personal data relating to job applicants. Myeloma UK is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. You can read more about how we do this here: <https://www.myeloma.org.uk/wp-content/uploads/2024/04/Myeloma-UK-Job-Applicant-Privacy-Notice.pdf>

Diversity, equality and inclusion are at the core of who we are and our commitment to these values stretches across all our work. We know that having varied perspectives helps generate better ideas to solve the problems of a changing and increasingly diverse world. We want to ensure we have a diverse team, and when we recruit we welcome applications from people of colour, LGBTQ+ people and disabled people.

Myeloma UK funds research into myeloma and is a member of the Association of Medical Research Charities. As part of this we have a statement on our website with our position that we support animal use in research in an essential, appropriate and ethical way. For further information please go to <https://www.myeloma.org.uk/wp-content/uploads/2020/05/Animal-use-in-Research.pdf>

How to apply

If you think you would be a great fit for the role, please submit a copy of your CV together with a supporting letter to jobs@myeloma.org.uk.

Your letter should include the following:

- Why you are applying for this post
- How your skills and knowledge meet the requirements of the role
- How your experience and expertise can support and reflect our values
- Whether you currently have the **right to work in the UK**

Please note that only CVs accompanied by a supporting letter will be considered.

Applications close on 11 July 2024.

Interviews will be held on 25 and 26 July 2024.

Appointment will be subject to receipt of satisfactory references and right to work checks.