

CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Research Funding Officer (Research Impact)

Closing date: **5pm, Friday, 8th November 2024**

This pack includes:

- **WELCOME LETTER**
- **WCRF ORGANISATIONAL VALUES**
- **ABOUT THE ROLE**
- **JOB DESCRIPTION**
- **PERSON SPECIFICATION**
- **TERMS & CONDITIONS**
- **HOW TO APPLY**
- **EQUAL OPPORTUNITY MONITORING FORM**
- **JOB APPLICANT PRIVACY POLICY**

For more information about the organisation please visit our website: www.wcrf.org

WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, and Netherlands.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources

VALUES



EVIDENCE BASED

We are an authority on lifestyle related cancer research - continuously learning and evaluating, so that we can deliver excellent outcomes.



INCLUSIVE

Everyone counts - we value, respect and trust each other.



INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.



INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.



EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

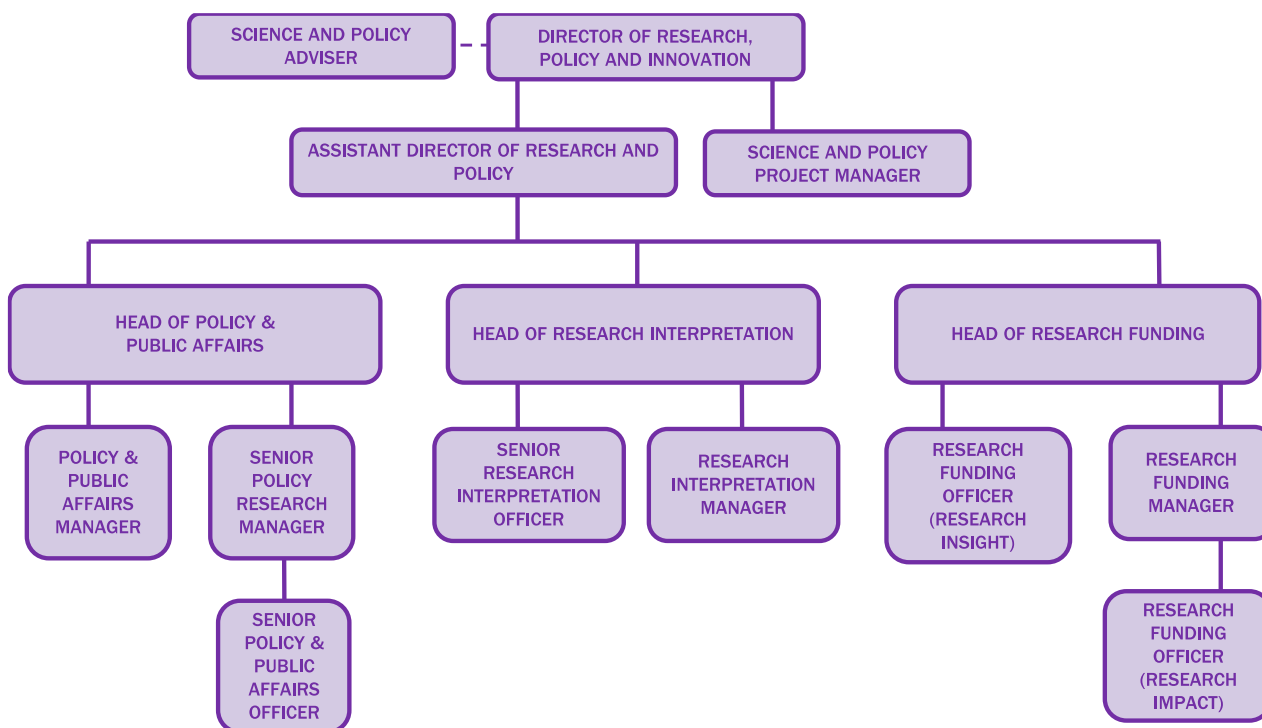
ABOUT THE ROLE

We are seeking a Research Funding Officer (Research Impact) who will be mainly responsible for the coordination and support of the post award phase of the grant programmes. The role will also contribute to activities arising out of the grant programme and to the overall research work of WCRF International, while working with other departments within the organisation and contributing significantly to the science communications of our funded research. The role will further contribute to the impact monitoring, and dissemination, applying research impact tools and support our Academy activities.

Who you will be working with:

You will be working with World Cancer Research Fund International's Science and Policy team and particularly with the the Head of Research Funding, the Research Funding Manager and the Research Funding Officer (Research Insight). You will report to the Research Funding Manager. You will also interact with colleagues in the PR and Editorial department for the promotion of grant outputs as well as with colleagues from the Fundraising department to respond to queries or contribute to fundraising proposals based on awarded grants. Externally you will interact with grant holders, the Panel members and our partners and collaborators.

World Cancer Research Fund International's Science and Policy Department



What we are looking for:

- Educated to BSc level in Biological Sciences or Nutrition (MSc level desirable but not essential)
- Experience of working in a fast-paced research environment (academia or research administration/management)
- Experience with statistical analysis
- Experience of scientific writing, including production of minutes from scientific meetings and scientific summaries
- Experience of communicating and presenting information clearly to a range of audiences both verbally and in writing
- Ability to build and maintain strong relationships with external and internal stakeholders
- Interest in science communications and social media

JOB DESCRIPTION

Job title	Research Funding Officer (Research Impact)
Department	Science and Policy
Reporting to	Research Funding Manager
Contract	Permanent
Location	140 Pentonville Road, London, N1 9FW
Hours	37.5hrs per week – full time We're a hybrid working employer, meaning you're required to come into the office 2 days per week, currently Tuesday and Wednesday or Thursday
Salary	FTE: £28,000 - £30,000 per annum, plus benefits

Department description

Our vision is to see a world where no one develops a preventable cancer. To help achieve this, we fund and interpret research into how to prevent and survive cancer through diet, nutrition and physical activity and translate this through into the area of policy action.

The Research department comprises two main areas – Research Funding and Research Interpretation.

Research Funding includes:

- **Research grant programme (regular, special and innovation grants)** - stimulating and supporting high quality research on the effects of diet, nutrition and physical activity on cancer prevention and survival.
- **Academy programme** - developing future leaders in the field.
- **Conference programme** - disseminating our work and reaching a wide audience
- **Inspire Research Challenge**- supporting research for early career scientists
- **Research Collaborations in the UK and the Netherlands**

Research Interpretation includes:

- **Global Cancer Update Programme (CUP Global)** – analyses the evidence linking diet, nutrition and physical activity to cancer prevention and survival, enabling an independent Panel to make conclusions and recommendations.
- **Global cancer statistics** - including developing estimates of how much cancer could be prevented through a healthy diet and weight and being physically active.

The Science and Research department partners with like-minded organisations and takes part in key national and international initiatives and collaborations to help achieve our goals and reach a broader audience. The department also provides strategic direction and support for science-related activities throughout the network and interacts with other Directorates in the UK and the rest of the network to provide scientific advice and support for national activities.

Main purpose of the role

The **Research Funding Officer (Research impact)** will be mainly involved with the coordination and support of the post award phase of the grant programmes, including the monitoring and financial reports and contribution to liaison calls. They will also manage a portfolio of funded projects, working closely with the Research Funding Manager.

This role will also support activities arising out of the grant programme and overall research work of WCRF International, while working with other departments of the organisation and contribute significantly to the science communications of our funded research. They will further contribute to the impact framework implementation, monitoring, and dissemination of our impact and applying research impact tools such as Dimensions and Altmetric.

The postholder will work with the Head of Research Funding, the Research Funding Manager and the Research Funding Officer (Research Insight). For INSPIRE Research Challenge, they will support activities from the processing of the grant applications at the expression of interest to award stage. Also, at busy times, the postholder will be expected to assist with the pre award phase of the Regular Grant Programme as needed e.g. with processing of applications and the peer review process.

In addition, the postholder will contribute to the Academy Programme, making sure that learning and training opportunities are available in areas relevant to WCRF's remit, which will help develop future leaders in the field of Cancer Prevention and Survivorship.

The post holder will contribute to science and research, writing summaries for the research grants, contributing to relevant scientific communication (e.g. social media, website), assisting in paperwork for external meetings, and through specific research projects supporting science-related activities such as the development of new innovative research funding streams. They will also support the promotion of our funded research by developing/authoring blogs and articles.

The post holder will report to the Research Funding Manager.

Main duties and responsibilities

A Research Grant Programmes	
Post - award – Coordination and support	
1	Manage the research portfolio allocated, including monitoring progress of the projects, dealing with requests from grant holders, reviewing progress reports and resolving any unforeseen issues
2	Contribute to management of the process for new awarded grants
3	Organise relevant liaison calls and visits
4	Contribute to the implementation of an impact framework
5	Keep the grant management system updated with grant records including new research outputs
6	Provide summaries of newly awarded grants targeted to different audiences for use by PR & Editorial, Fundraising and Health Information departments
7	Liaise with the Finance department for changes and updates of grant budgets and payments
8	Contribute to science communications of funded research including reviewing of press releases, blogs, articles and web copy as needed
9	Provide content for restructuring of the grant programme webpages and other relevant updates as they relate to the post award phase
10	Support blogs series, articles and press releases featuring funded projects, working with PR & Editorial team to disseminate news about funded projects
11	Keep Altmetric and Dimensions databases up to date and prepare summary impact reports when necessary.
12	Provide science insight and contribute to the grant programme strategy and specifically impact of funded research
13	Contribute to Fundraising/network country queries as needed
14	Use social media to promote our funded research and outputs with the PR & Editorial department
15	Contribute and participate at Grant Panel meetings
16	Assist with the pre award phase at busy times as needed e.g. with processing of applications, peer review process and drafting feedback to applicants
B WCRF International Academy Programme	
1	Provide coordination and support to the Academy activities and contribute to the overall strategy of the Academy programme
2	Act as the liaison person with the fellows and coordinate the development of the fellows e-newsletter

3	Identify other activities that can potentially serve the Academy goals such as educational sessions in collaboration with universities/organisations/schools, e-learning modules, development of related educational articles
4	Seek opportunities for potential collaboration with like-minded organisations when appropriate to better achieve the Academy goals and reach a broader audience
5	Support the promotion of the Academy activities working collaboratively with the PR & Editorial team including the promotion via social media channels and the development of copy for the website
6	Conduct evaluation of the Academy Fellowships to demonstrate impact
7	First point of contact for fundraising and communications requests as they relate to the Academy activities
C	Other Responsibilities
1	Work as part of a team, and take on other roles and responsibilities when appropriate
2	Contribute to GDPR work and policies. Ensure all actions undertaken comply with the current General Data Protection Regulations (UK GDPR)

PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

		Application	Assessment	Interview
Experience	Experience of writing, including production of minutes for scientific meetings and scientific summaries	✓	✓	✓
	Experience of working in a busy and fast-paced research environment (academia or research administration/management)	✓	✓	✓
	Experience of communicating and presenting information clearly to a range of audiences both verbally and in writing	✓	✓	
	Experience of managing and completing science related projects	✓		✓
	Experience with statistical analysis (e.g. Pivot tables in Excel)	✓	✓	
Knowledge and technical skills	Working knowledge of MS Office (Word, Excel, PowerPoint)	✓	✓	
	Minute taking skills with the ability to develop and maintain effective minuted document files			✓
	Understanding of research conduct and evaluation (desirable)	✓		✓
	General knowledge of research impact measurement and evaluation	✓		✓
	Editing and proofreading skills	✓	✓	
Personal attributes	Ability to generate new ideas and to explore new and better ways of doing things, responsive to changing circumstances	✓		✓
	Ability to use new technology and online systems	✓		✓
	Ability to communicate and present information clearly to a range of audiences both verbally and in writing, making sure that updates are provided on time and in an appropriate manner	✓		✓
	Ability to build and maintain strong relationships with internal and external stakeholders	✓		✓
	Ability to plan and prioritise conflicting activities to achieve team objectives within agreed deadlines, resourceful with a keen eye for detail and accuracy	✓		✓

	Ability to work independently as well as in a team to deliver a high standard of support, being always proactive and responsive to requests for support and providing practical contributions to the Science and Policy department	✓		✓
	Ability to achieve a high output while maintaining a high level of quality, demonstrating patience and perseverance when faced with setbacks and problems	✓		✓
	Ability to work flexibly within a small team, establish effective working relationships with colleagues	✓		✓
	Excellent attention to detail while retaining sight of the big picture	✓		✓
	Interest in science communications and social media	✓		✓
Education and qualifications	Educated to BSc level (MSc level desirable but not essential) in Biological Sciences or Nutrition	✓		✓

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF.

TERMS & CONDITIONS

Salaries

World Cancer Research Fund (WCRF) operates a fair and transparent pay policy. We always ensure a salary range is listed on all of our job adverts and we benchmark the salaries for all our roles every 2/3 years to ensure we are paying fairly within market norms.

Staff salaries are paid into bank accounts once a month on the 26th of each month.

Hybrid Working

We are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week, Tuesday and Wednesday or Thursday.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Annual leave

Our annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

The WCRF office is closed from the last working day before Christmas until the first working day after the New Year. Staff are required to take the three working days between Christmas and New Year as annual leave.

Sick leave

For full-time staff, we allow up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

We contribute into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

We also offers staff the option to switch their pension to a salary sacrifice arrangement on request.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

The WCRF office also offers secure, lockable, storage for your bike and there are showers available within the office.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line. This service offers access to trained advisers and counsellors from The British Association for Counselling and Psychotherapy (BACP) who can offer advice on a range of issues, including financial and debt concerns, legal information, relationship or family worries, bereavement, stress, anxiety and other emotional issues. If appropriate you may also be referred for up to eight sessions of face-to-face counselling.

Mental Health and Wellbeing

We run a Mental Health Champions scheme that staff can volunteer to be a part of. Our Mental Health Champions are sent on an accredited Mental Health Training Course and are then available to offer help to any staff member experiencing a mental health problem; guiding them to access appropriate professional help. They also work in collaboration with the organisation to promote wellbeing and encourage a culture where mental health can be discussed openly.

Flu Vaccinations

We offer staff the chance to receive a free flu vaccination each year. This is either at the WCRF office, where a trained nurse will be arranged who will administer the vaccine onsite, or by providing a voucher to enable them to receive the vaccine at a participating pharmacy of their choice.

Christmas and Summer Parties

We hold two annual parties, in the Summer and at Christmas, paid for by the organisation, for staff to come together outside of work and have fun!

Dog Friendly Office

Staff have the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

Training and Development

WCRF are committed to enabling professional development and all staff are encouraged to regularly

discuss training and development. In addition, there is an annual appraisal process in place during which individual needs are formally discussed and identified.

We also offer payment for job-related professional subscriptions and fees (subject to WCRF guidelines), opportunities to attend international conferences on behalf of the organization, and study leave and sabbatical leave policies.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 months' notice period.

HOW TO APPLY

Recruitment timetable

Closing date for applications:	5pm, Friday 8 th November 2024
Interviews:	w/c 25th November 2024

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	
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Please tick the appropriate boxes below:

GENDER

Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
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DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

.....

NATIONALITY

UK	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

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Thank you for answering these questions.

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact:
The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.