

CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Research Funding Officer (Research Insight)

Closing date: 5pm, 26th March 2025

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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 is based in the United States, United Kingdom, and the 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.

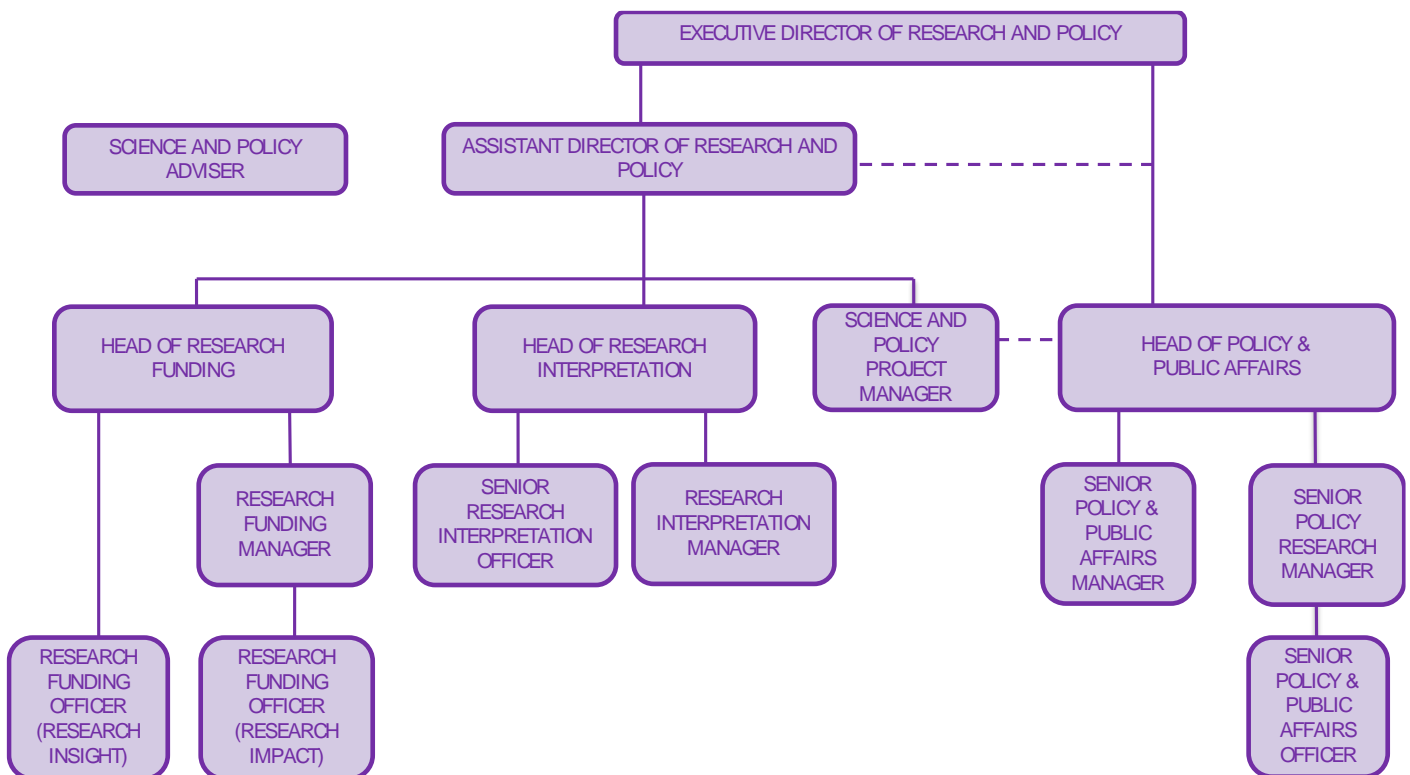
ABOUT THE ROLE

We are seeking a Research Funding Officer (Research Insight) who will mainly focus on the pre-award phase of the two grant programmes managed by WCRF International. The main responsibilities will be supporting the development and launching of new calls for applications, organising and coordinating Panel meetings, managing the peer review process and contributing to the development of grant related Board documentation.

Who you will be working with:

You will be working with World Cancer Research Fund International's Science and Policy department and particularly with the Research Funding Officer (Research Impact) and the Research Funding Manager. You will report to the Head of Research Funding. You will also interact with colleagues in the Communications Department for the promotion of the grant calls as well as with colleagues from the Fundraising Department to respond to queries or contribute to fundraising proposals based on grant applications. Externally you will be the key point of contact for grant applicants and Panel members.

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)
- Understanding and awareness of general research management and administration policies and procedures. Experience working with scientific committees is desirable.
- Database management and organisational skills for effective data handling
- 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, as well as building and maintaining strong relationships with external and internal stakeholders

JOB DESCRIPTION

Job title	Research Funding Officer (Research Insight)
Department	Science and Policy
Reporting to	Head of Research Funding
Contract	Permanent
Location	London, N1
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:

- **Regular Grant Programme** - stimulating and supporting high quality research on the effects of diet, nutrition and physical activity on cancer prevention and survival.
- **INSPIRE Research Challenge** - supporting innovative research led by early career scientists
- **Research Collaborations in the UK and the Netherlands**
- **WCRF International Academy** - developing future leaders in the field
- **Conference programme** - disseminating our work and reaching a wide audience

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 key priorities of the **Research Funding Officer (Research Insight)** will be coordinating and supporting the pre-award phase of the Regular Grant Programme (RGP) and the INSPIRE Research Challenge (IRC). This will include coordinating the promotion of the grant calls, updating relevant guidance documents, providing advice to queries from potential applicants, checking the applications received, organising and coordinating Panel meetings, managing the peer review process and contributing to the development of grant-related Board documentation. The postholder will also author and develop blogs highlighting our grant programmes and research outcomes.

They will play a proactive role in shaping the future of the grant programmes by actively surveying the research landscape to identify emerging priorities and potential co-funding opportunities. They will also collaborate with the post-award team to leverage insights from the current grant portfolio impact assessment, ensuring future grant calls are informed by existing research outcomes. Additionally, they will contribute to further development of the grant management system and support the Head of

Research Funding with the surveillance work, hence providing insight to inform the future direction of our grant programmes.

The Research Funding Officer will support the Head of Research Funding with the recruitment of new Panel members and patient and public representatives, working closely with the Research Interpretation Officer to ensure that a common approach is followed.

The post holder will contribute to the science and research itself, writing summaries for the research grants, contributing to relevant science e-Newsletters and paperwork for external meetings, and through specific research projects to support science-related activities such as the development of new innovative research funding streams.

The post holder will report to the Head of Research Funding.

Main duties and responsibilities

A Research Grant Programmes	
1	Manage the development of new application forms and promotion of RGP and IRC grant calls and other funding streams, including testing and releasing updated electronic forms. Work closely with CC Grant Tracker support team to improve grant system functionality.
2	Respond to administrative issues during the pre-award phase from applicants as required
3	Collate and respond to queries about the grant calls
4	Process grant applications at outline and full application stage including admin and eligibility checks
5	Contribute to the organisation of and participate in triage and Panel meetings
6	Liaise with Panel members and Chairs to provide information on applications for the meetings
7	Update the documentation requiring renewal after each cycle (Guidelines, Instruction for filling applications, Grant Panel Handbook)
8	Prepare relevant agendas and paperwork for internal and external meetings
9	Act as liaison with the Science and Policy Project Manager and the Operations department to coordinate Panel meeting logistics and Panel Honoraria
10	Manage the peer review process
11	Prepare minutes of panel meetings and draft application feedback and convey the outcomes of the panel meeting to applicants
12	Coordinate scheduling of final stage video interviews with applicants (IRC only)
13	Coordinate applicants' responses to feedback
14	Lead the Award packs process for new awarded grants
15	Contribute to the preparation of grant-related Board documents as needed
16	Support the Head of Research Funding with organising the timeline for each round
17	Collaborate with the Science and Policy Project Manager (SPPM) to coordinate timelines and cross-departmental work to support the work of the PPA and RI teams. The postholder will also work with the Executive Director of Research and Policy and the Assistant Director of Research and Policy to support the Department's activities as needed.
B General - Grant programmes	
1	Provide support to the network countries relating to updates about new calls
2	Use social media, author blogs, engage with key stakeholders and contribute to workshops/webinars to promote new grant calls, working closely with the Communications department
3	Periodically review and update content for the grant programme webpages and contribute to other relevant web updates relating to the pre-award phase

4	Conduct market research related to the grant programmes into other similar organisations to identify gaps and potential collaborations
5	Manage the process of recruitment and management of the of lay panel members working closely with the Research Interpretation Officer to ensure that a common approach is followed
6	Coordinate the renewal and recruitment of new Panel members
7	Support the Head of Research Funding with the Surveillance Activity by scanning periodically the landscape for any new guidelines/research priorities within the WCRF remit and seek new co-funding opportunities.
8	Support any fundraising and communications requests as needed and any network country queries as it relates to new calls and new research themes
C	General - Other
1	Contribute to GDPR work and policies. Ensure all actions undertaken comply with the current General Data Protection Regulations (UK GDPR)
2	Work as part of the team and take on other roles and responsibilities e.g. assist with the monitoring of research grants when appropriate
3	Contribute to all staff training about newly funded grants as needed
4	Actively contribute to discussions within the Science and Policy Department on key topics of interest and emerging research areas.

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)	√	√	√
	Understanding & awareness of general research management & administration, policies & procedures	√	√	√
	Experience of communicating and presenting information clearly to a range of audiences both verbally and in writing. Some experience of writing blogs or engaging in social media communications is desirable.	√	√	
	Experience of managing and completing science related projects	√	√	√
	Experience of working with grant management systems is desirable	√		√
	Some experience with statistical analysis (e.g. Pivot tables in Excel)	√		√
	Some experience of coordinating scientific committee meetings	√		√
Knowledge and technical skills	Working knowledge of MS Office (Word, Excel, PowerPoint)	√	√	
	Database management and organisational skills for effective data handling	√		√
	Minute taking skills with the ability to develop and maintain effective documentation	√		√
	Some understanding of how research priorities are developed	√	√	
	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	✓	✓	✓
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 offer 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, 26 th March 2025
Interviews:	7 th – 9 th April 2025

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"/>

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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: Director of HR & London Operations, WCRF, 140 Pentonville Road, London N1 9FW.