

CANDIDATE INFORMATION PACK

World Cancer Research Fund International



Science and Policy Project Manager

Closing date: 5pm, Monday 17th June 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, Netherlands and Hong Kong.

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.

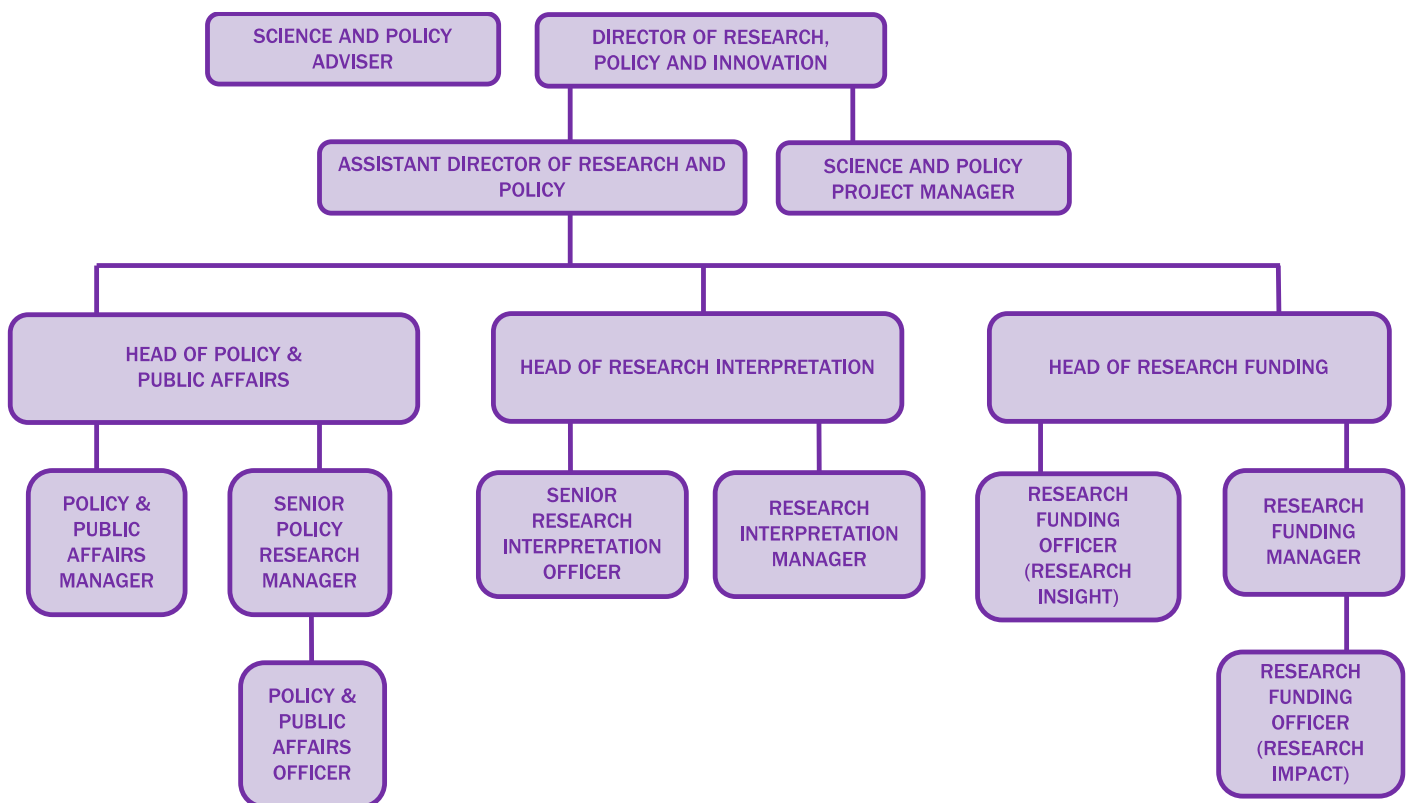
ABOUT THE ROLE

We are seeking a Science and Policy Project Manager who will provide project management support across the science and policy departments for the core programmes and for cross cutting activities such as conferences and communications. You will report to the Director of Research, Policy and Innovation with the delivery of the science and policy strategies.

Who you will be working with:

You will also work closely with the Assistant Director of Research and Policy and there will be interaction and communication with the Heads of Research Funding, Research Interpretation and Policy and Public Affairs as well as other colleagues in the network countries.

World Cancer Research Fund International's Science and Policy & Public Affairs Dept



What we are looking for:

- Educated to MSc level in Public Health, Nutrition, Epidemiology or closely related field
- Experience working in a research/public health setting and developing scientific/policy reports, summaries and presentations
- Proven scientific project management skills
- Experience in monitoring progress, performance reporting and delivering projects on time and budget.
- Excellent interpersonal skills and proven ability to work collaboratively within a multidisciplinary team environment, and with stakeholders at all levels.
- Experience or involvement in the delivery of engaging and successful scientific/policy events such as conferences and workshops

JOB DESCRIPTION

Job title	Science and Policy Project Manager
Department	Science and Policy
Reporting to	Director of Research, Policy and Innovation
Contract	Permanent
Location	London N1
Hours	37.5 hrs 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	£45,000 - £47,000 per annum, plus benefits

Department description	
<p>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.</p> <p>The Research department comprises two main areas – Research Funding and Research Interpretation.</p> <p>Research Funding includes:</p> <ul style="list-style-type: none"> • 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. • Hong Kong presence – delivering our science work on the ground in Hong Kong and the wider region through dedicated HK Ambassadors (local senior scientists). • Inspire-supporting research for early career scientists • Research Collaborations in the UK (at the University of Southampton and the Netherlands) <p>Research Interpretation includes:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>The Policy and Public Affairs (PPA) Department provides evidence-informed policy recommendations and guidance to help governments and policymakers around the world take effective action to reduce preventable cases of cancer and other non-communicable disease. The overall aim of the PPA work is to help create healthy environments which make it easier for people to follow the WCRF Cancer Prevention Recommendations and therefore reduce their risk of cancer and other non-communicable diseases.</p> <p>WCRF International works with a range of stakeholders including the WHO (through our official relations status), national governments, academics, civil society and the media to develop, analyse</p>	

and influence a range of policy areas, which include but are not limited to diet/nutrition, physical activity, cancer and alcohol.

The Department also delivers UK policy work and provides advice and support for PPA-related activities throughout the network, interacting with other Directorates in the UK and the rest of the network.

Main purpose of the role

The Science and Policy Project Manager is a new cross cutting role that will be responsible for:

- Providing project management support across the science and policy departments for the core programmes
- Providing project management support across the departments for cross cutting activities such as conferences and communications
- Playing a broader coordinating, facilitating and project management role in wider science and policy team activities, interacting with key external stakeholders and internally with colleagues across the network

The postholder will report to the Director of Research, Policy and Innovation with the delivery of the science and policy strategies. The postholder will work closely with the Assistant Director of Research and Policy and there will also be interaction and communication with the Heads of Research Funding, Research Interpretation and Policy and Public Affairs as well as other colleagues in the network countries.

The postholder will be educated to MSc level in Public Health, Nutrition, Epidemiology or closely related field and have skills and experience in scientific communications and project management.

Main duties and responsibilities

A	Departmental project management and support/coordination
1	Main point of contact for the Communications & Engagement and Fundraising Depts for cross-department work in relation to both Science and Policy teams
2	Main point of contact for the Association of Medical Research Charities (AMRC) including liaison for event attendance, membership information and data requests
3	Support the Director with the delivery of the Science and Policy and Public affairs strategy, science budget, yearly workplans and other documentation
4	Contribute to the Impact and Innovation frameworks for the Science and Policy Departments work
5	Support the Director and the Assistant Director with impact monitoring and recording of our activities
6	Coordinate the science and policy team meetings and the e-updates
7	Coordinate contracts for consultants and freelance workers for the Science and Policy Departments
8	Project manage the development of the science and policy procedures and review, proposing changes to internal and external processes to increase efficiency
9	Responsible for the science and policy calendars and key departmental dates/meetings/timelines
10	Project manage the development of the Science and Policy Board reports and related presentations and coordinate content for UK annual report
11	Single point of contact for WKOF requests/queries, responsible for directing requests to appropriate team members and collating responses
12	Coordinate quarterly science updates on the grant cycle, with regards to Dutch applications in particular, but also generally and on CUP Global, with emphasis on the Dutch collaboration. The timing of these will be tied to WKOF's progress and planning control meetings
13	Project manage the delivery of presentations to WKOF on CUP Global and grants (new grants and completing grants) twice a year
14	Coordinate content for departmental web updates and the WCRF International newsletter

15	Participate at the single URL project coordination group representing science and policy
B	Conferences Programme
1	Responsible for the day-to-day management of the conference programme as a vehicle for external dissemination of our science and policy work.
2	Chair the Conference Subgroup Meetings between the different entities of the WCRF Network and review/approve minutes of meetings developed by the Senior Research Interpretation Officer
3	Explore opportunities for collaboration with other organisations for future conference presences to raise WCRF's profile and target different audiences
4	Assess the impact of our involvement in high profile conferences
5	Project manage the development of scientific proposals, abstracts, speaker briefs, presentations for high profile conferences, supported by relevant team within the science department and liaise with the comms team for the promotion of conference activities
6	Oversee the logistics of our conference activities working closely with the Operations team, including the materials for stands
7	Attend conferences for networking purposes, manning the WCRF International stand as needed
C	Research Funding
1	Provide support to the RF team by monitoring timelines for key deliverables for Panel meetings, new calls and science outputs and providing updates to other Departments in liaison with the Head of Research Funding
2	Provide logistical support as needed, interacting with the Operations team, for key meetings with the Grant Panel
3	Coordinate updates for Council and Board and develop draft documentation as needed
4	Coordinate analyses on Dutch funding (eg for use in the annual review and also DM lift notes), annual review content (usually requested in November) and TKI subsidy (subsidy by Dutch government to support research)
5	Project manage the set-up of new projects within the Research Funding team e.g. new grant calls or further development of existing grant calls
D	Research Interpretation
1	Provide support to the Research Interpretation team by monitoring timelines for key deliverables for Panel meetings and providing updates to other Departments in liaison with Head of Research Interpretation
2	Provide logistical support, interacting with the Operations team, for the key meetings with the Panel
3	Coordinate updates for Council and Board and develop draft documentation as needed
4	Provide coordination and project management role (working with Assistant Directors/the Head of Research Interpretation) for CUP Global outputs, dissemination events and web updates interacting with the comms/design teams
E	Policy and Public Affairs
1	Provide support to the PPA team by monitoring timelines for key deliverables for Panel meetings and providing updates to other Departments in liaison with the Assistant Director/Head of Policy and Public Affairs
2	Provide logistical support, interacting with the Operations team, for key meetings as appropriate
3	Coordinate updates for Council and Board and develop draft documentation as needed
4	Provide support to the Director of Science, Policy and Innovation with WHO, UICC workplans and related activities as appropriate
5	Manage the UICC partnership including the annual contract and quarterly meetings
F	Other (including WCRF HK presence)
1	Support the Director of Research and Innovation and the Assistant Director of Science and Policy with external meetings as needed, including attending meetings on their behalf where necessary
2	Take minutes in meetings as appropriate

3	Assist in the preparation of presentation materials for all-staff meetings and other external meetings as needed
4	Contribute to the surveillance activity and manage the HK presence work as appropriate

PERSON SPECIFICATION

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

Experience	Proven programme/project management skills, with experience in monitoring progress, performance reporting and presenting information clearly and concisely
	Proven experience in delivering projects on time and on budget
	Proven experience working with a range of stakeholders and building effective working relationships across teams
	Proven experience monitoring multiple projects/activities at same time
	Experience or involvement in the delivery of engaging and successful scientific/policy events such as conferences and workshops
	Some experience of working with multi-disciplinary, multi-institutional or multi-country teams
	Experience working in a research/public health setting and developing scientific/policy reports, summaries, presentations and other related materials
	Some experience and understanding of dissemination of scientific and policy outputs
Knowledge and Technical Skills	Advanced computer skills, including the ability to proficiently perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint and databases.
	Knowledge of major UK and International research and advocacy organisations
	Understanding of public health, epidemiology, nutrition and/or cancer
Personal attributes	Ability to communicate effectively, both verbally and in writing, presenting information using a variety of approaches to a diverse range of people, to achieve a positive impact and understanding
	Excellent interpersonal skills and proven ability to work collaboratively within a multidisciplinary team environment, and with stakeholders at all levels, to ensure delivery of results
	Ability to think independently, to generate new ideas and to explore new and better ways of doing things and be responsive to changing circumstances
	Excellent organisational and time management skills, with the ability to handle a busy workload, meet tight deadlines and manage multiple priorities effectively
	Ability to achieve a high output, maintaining a high level of quality, accuracy and attention to detail, while demonstrating patience and perseverance when faced with setbacks and problems
	Ability to actively listen and reason, and exercise sound judgment, including when under pressure or in difficult circumstances
	Ability to develop and apply new concepts
	Creative approach to problem-solving; can analyse the risks and future impact of decisions and understand how and when to escalate issues to higher levels
	Conscientious and efficient in meeting commitments, observing deadlines and achieving results
	An interest in the work and mission of WCRF International

Education and qualifications	Educated to MSc level in Public Health, Nutrition, Epidemiology or closely related field
-------------------------------------	------------------------------------------------------------------------------------------

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, Monday 17 th June 2024
Interviews:	3 rd – 11 th July 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:	
-------------------	--

Please tick the appropriate boxes below:

GENDER

Male		Female	
------	--	--------	--

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		No	
-----	--	----	--

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		Indian	
Black – African		Irish	
Black – Caribbean		Pakistani	
Black – Other (please specify)		White	
Chinese		Other (please specify)	

.....

NATIONALITY

UK	
Other (please specify)	

.....

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.