

Research Grants Officer

Line manager: Research Grants Manager
Location: London, 120 New Cavendish Street, W1W 6XX
Time: Full time (35 hours/week): minimum of 3 days/week in the office
Salary: £26K - £28K

Main Purpose of the Role

The Research Team at Cure Parkinson's (CP) is responsible for achieving the charity's main objective of funding Parkinson's research to slow, stop and reverse Parkinson's. The Research Grants Officer will provide general support with grant management and for the Research Team, to facilitate this goal. They will be critical in supporting the Research Grants Manager with administration of the CP grant management process, corresponding with applicants, grant holders and funded institutions, databasing external reviews and research stakeholders, and help with organising internal and external meetings and events.

Key Responsibilities:

- Supporting the Research Grants Manager with the administration of the CP grant management process, facilitating the grant review process following Association of Medical Research Charities (AMRC) guidance. This includes managing external review processes, databasing research stakeholders, communicating with funded researchers about project reports and requests, contracting new research projects and responding to funding enquiries.
- Liaising with the CP Research Committee, organising and preparing grant application review papers and delivering committee meetings
- Handling the research report internal approval process and coordinating actions with the Research Grants Manager and wider research team.
- Processing research project invoices when reports are signed off by the research team, as directed by the Research Grants Manager and Finance Manager.
- Reviewing and updating research reporting and finance processes with the Research Grants Manager, as appropriate.
- Supporting the research team with analysis and reporting of research impact
- Attending internal and external research team meetings as required to take minutes and/or short action notes, circulating and filing them for future reference/discussion.
- Managing the research email inbox, responding to general research enquires from the public and researchers and sharing funding opportunities

The Research Grants Officer must have:

- A University degree in Lifesciences
- Excellent organisational skills including experience of office and team administration such as scheduling meetings and taking minutes
- Good verbal and written communication skills
- Knowledge and experience of databasing tools and/or software
- Interest in working in a patient facing role and a research-focused environment, is patient and empathetic
- Ability to work well independently and within a team
- Experience of effectively and efficiently handling multiple tasks with precision simultaneously
- Ability to adapt to changes in responsibilities and workload
- A high degree of integrity and the ability to maintain confidentiality regarding privacy guidelines, patient matters and other sensitive information
- Overall IT competency and knowledge of Microsoft Office including Outlook, PowerPoint, Excel

Things we all do:

- Support Cure Parkinson's events and activities as required, which will include occasional evening and weekend work.
- Ensure the identification of risk, both physical and financial, relating to fundraising activities and to ensure that they follow COVID-19 guidelines and GDPR and Data Protection regulations.
- Work with fundraising colleagues to ensure the team is up to date on administrative and financial processes, including updating Donorfy.
- Work collaboratively across the organisation, providing support, advice and guidance where necessary.
- Be an effective ambassador for the charity.
- Develop an in-depth understanding of our work.
- Take on other reasonable tasks, as required.

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

Hours of work and holidays:

This is a full-time role. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme:

After three months you will be entitled to join Cure Parkinson's auto-enrolment pension scheme to which the charity contributes 3%.

Location:



Cure Parkinson's, 120 New Cavendish St, London, W1W 6XX

Diversity:

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.