



## JOB DESCRIPTION

<b>Job Title</b>	Head of Grants and Research
<b>Department</b>	Grants and Services
<b>Reporting to</b>	Director of Grants and Services
<b>Responsible for</b>	Grants Administrator
<b>Hours of Work</b>	Full-time - 37.5 hours per week not including breaks
<b>Date</b>	February 2021

### Context - Who we are:

The Royal Free Charity (RFC) and the Royal Free London NHS Foundation Trust (RFL) work in partnership every day because together we can do what the NHS cannot achieve alone.

The Royal Free London is one of the UK's biggest trusts, our 10,000 staff delivering care to more than 1.6 million patients each year in three main hospitals. It combines globally recognised clinical expertise with local and friendly hospital care to represent the best in NHS treatment. Its hospitals are renowned for specialist services and lead care in a number of areas, including immunology, liver transplant, kidney and bone marrow transplant, infectious diseases, cancer treatment, plastic surgery and ENT surgery.

The Royal Free Hospital is a major neuroscience base with a network extending throughout north London and into the south east of England. It runs internationally-recognised clinical research and training programmes and its hospitals conduct medical research, some with an international reputation. The Royal Free London is a leading trust for the training of doctors, nurses, midwives and professions allied to medicine.

The role of the Royal Free Charity is to support the trust staff at all levels by investing in services for staff and in the physical and technical infrastructure of our hospitals, helping make care safer, more efficient, more effective and closer to home. It also funds life-saving and life-changing research aimed at finding cures and new treatments for diseases like type 1 diabetes, cancer and organ rejection following transplantation.

**Patient support:** Every patient is unique, with their own mix of concerns and considerations. We aim to provide services and support to reduce anxiety and make the experience the best it can be.

**Hospital staff support:** Those who care for others must be well supported themselves. We clear the path ahead for our hospital colleagues so they can go further, faster for patients.

**Major projects:** The generosity our donors has enabled us to build a research facility, to open in 2021, which will find new treatments and cures for disease affecting millions of people worldwide like type 1 diabetes, cancer and organ rejection after transplantation.

**Recreation club:** Our Recreation Club is located next to the Royal Free Hospital and has a pool, gym and classes available for use by staff, patients and the local community.

**The generosity of our donors, fundraisers and volunteers enables us to do this.**



**Grants Department:** The aim of the grants department

The Grants Department sits within the Grants and Services Directorate and is responsible for allocating £1.5m of funding each year to the Royal Free London (RFL) through its grants process, in addition to overseeing expenditure from Special Purpose Funds (SPFs). The directorate is new and is establishing a small team to professionally administer both grants and SPFs, broaden our PhD funding programme, work strategically with the RFL to align allocation of funds to objectives and priority areas, including significantly developing our funding of research.

The charity, which employs about 70 people, is working towards becoming an employer of choice.

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### **Key Responsibilities**

- Oversee the management of all grant applications to the Royal Free Charity
- To develop a research grants programme aiming for AMRC membership
- Review and refresh the management of SPFs and develop relationships with major fund holders

**The objectives of the post are:**

- Oversee the management of all grant applications to the Royal Free Charity, including:
  - working with Trust colleagues to optimise the grants application process and ensure a professional and transparent assessment process
  - representing the charity in discussions with the Trust about live and future grants
  - supervising the grants cycle: application, approval, recording, monitoring, and administration
  - maintaining a grants management system
  - implementing new processes to oversee impact reporting, project completion and address variances in delivery or spend
  - developing relationships with grant recipients
  - collaborating with fundraising and communications colleagues to ensure timely, accurate reporting to donors and supporters
  - Work with finance colleagues to optimise grant processing and expenditure reporting
- Develop a research grants programme, including:
  - Leading the development and implementation of a research strategy
  - Optimising the Charity's processes for research grants aiming for AMRC membership
  - Working closely with research partners including Trust and UCL colleagues and to develop the funding programme, and support collaborations
  - Building relationships with research partners and co-funders, and other relevant external bodies
  - Developing relationships with consultants to champion and support innovation through research grants and the use of special purpose funds (SPFs)
  - Designing and implementing excellent processes for research grant selection and management (including peer review) to ensure funding of high quality grants in line with the research strategy



- Developing and implementing processes to ensure the involvement of people with lived experience/end users in the grant making processes
- Being responsible for the PhD programme working with UCL and trust colleagues
- Work with Trust and Charity colleagues to align available funding to grants ideas
- Work with Fundraising colleagues to achieve successful fundraising applications
- Review and refresh the management of SPFs and develop relationships with major fund holders
- Prepare content for papers for the Grants Sub-Committee of the Board
- Provide analysis and report on the financial level of grants applied for and approved through the year
- Work with other colleagues and the Trust to meet the wider priorities of the Charity and Trust
- Showcase our work externally at conferences and events

### Key Relationships

- Fundraising, Comms and Finance colleagues
- Senior Trust and UCL colleagues
- Grant recipients and SPF fund holders
- Research partners and relevant medical research bodies

### Qualifications, Experience, Skills & Knowledge

#### Qualifications & Experience

- Educated to degree level (Essential)
- A minimum of 2 years' experience of having worked within a grant-making environment (Essential)
- Demonstrable experience of having worked in a medical/clinical research environment (Essential)
- Ability to demonstrate a track record in researching and analysing the needs of beneficiaries (Essential)
- Ability to demonstrate a track record in understanding the needs of an NHS Trust (Desirable)
- Experience of having worked in health, care or social care (Essential)

#### Skills & Knowledge

- Excellent organisational skills (Essential)
- Excellent networking, collaborative and ambassadorial skills (Essential)
- Knowledge of using databases and computer literate (Essential)
- Knowledge of developments and best practice within the third/charity sector (Desirable)
- The ability to manage and juggle a large workload whilst maintaining an excellent service level to internal & external stakeholders
- Excellent eye for detail with high accuracy
- Equal Opportunities awareness
- Able to deal with sensitive information in a confidential and professional manner
- Confidence to learn new systems and skillsets independently

#### Communication

- To have excellent communication skills both verbally and written
- Ability to: -
  - empathise and support staff positively
  - build supportive and trusting relationships
- Strong commitment to the RFC values and providing an excellent customer experience

#### Managing Own Performance & Development

- To be able to: -



- work under pressure and to deadlines
- prioritise and manage own workload
- demonstrate continued attention to detail and accuracy
- problem solves
- To be willing to continue updating own knowledge and skills
- To be self-confident and willing to take responsibility

#### Other Requirements –

- be highly motivated and able to take the initiative
- have a strong affinity with the NHS and philanthropic values
- support your team and your other colleagues
- attend meetings and training as required
- work in line with the charity's vision, mission and values
- adhere to charity policies, including the dress code, and all relevant legislation and ensure that any team members who report to you do the same
- be aware of the need to create equal opportunities
- be committed to continuous learning, review and improvement of all services
- be flexible and respond to the needs of services
- attend supervision on a regular basis with the line manager
- read and adhere to the Organisation's policies and procedures
- work to the Organisation's Vision, Mission, Values and Behaviours
- to undertake any additional relevant duties as required

This job description is not exhaustive and is subject to change to meet legislative requirements.