

JOB DESCRIPTION

Job Title	Research Grants Manager
Department	Grants and Services
Reporting to	Head of Grants and Research
Direct reports	Grants and SPF Administrator
Hours of Work	Full-time - 37.5 hours per week not including breaks
Date	April 2022

The Royal Free Charity

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 hospitals (The Royal Free hospital, Barnet hospital, and Chase Farm hospital) as well as a range of other satellite sites across north London and beyond. 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 important 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.

Major projects: We work with partners to develop research centres that provide innovative solutions to health conditions that affect a significant number of population.

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.

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

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

Grants Department:

The Grants Department sits within the newly formed Grants and Services Directorate. We work strategically with the RFL to align funding with objectives and priority areas. The department allocates grant funding to RFL and University College London through its grant programmes. Furthermore, we oversee expenditure from Special Purpose Funds (SPFs). We want to significantly develop our research and grant funding and are expanding the team to reflect this ambition.

The Grants Department's responsibilities include overseeing the charity's grant funding programmes and SPFs ensuring they adhere to high governance standards, monitoring the progress and impact of the projects we fund, and disseminating information and supporting other teams within the organisation.

This is an exciting time to join the Grants Department and the Royal Free Charity. Over the coming months, we will begin developing our research funding strategy and are currently strengthening our research funding operations to enable us to meet the Association of Medical Research Charities (AMRC) membership requirements.

Job title: Research Grants Manager

Job Purpose

This is a central role within the team with opportunities to work across a variety of grant related areas. You will oversee the end-to-end grants management cycle from liaising with applicants, selecting peer reviewers, preparation of committee meeting papers, providing feedback to applicants through to monitoring awards and assessing impact. As the charity works towards AMRC membership, you will ensure our research governance is aligned with membership requirements. You will oversee a balanced portfolio of research and non-research grants, and will also lead and develop thematic grant funding rounds and support the development of our research funding strategy.

You will work with, and support, other teams within the charity, particularly the fundraising and communications teams, providing updates on grant funding schemes, awards and the impact they are having.

This is an excellent opportunity to broaden your skills outside of research management encompassing non-research grants that have a direct impact on staff and patients at one of London's leading NHS hospital trusts.

Key Responsibilities

- Oversight of the grant funding programmes
- Developing and embedding research funding governance
- Development of strategic funding initiatives
- Monitoring and impact analysis of grants and grant programmes

The objectives of the post are:

Grant Funding and Operations

- Oversight of the grant funding programmes to ensure that the charity continues to fund projects and research with the greatest patient benefit. This includes patient and staff experience, and research grants
- Manage the advertising of grant rounds working across other teams within the charity, the trust and UCL to maximise reach and effectively promote and communicate all grant programmes and outcomes
- Select peer reviewers with the right expertise and experience to assess research applications
- Develop research governance documents ensuring they are in-line with standard practice
- Review application finances to ensure they adhere to financial policies
- Oversee the operational management of funding committees and provide support, including preparation of papers, writing meeting minutes and providing applicant feedback
- Oversee research funding from special purpose funds to ensure that research governance and funding is aligned with operational processes
- Develop strong working relationships with committee members, applicants, researchers and reviewers
- Manage and monitor research and non-research grants, ensuring accurate record keeping, financial management and timely contracting and reporting
- Respond to general research enquiries from researchers and applicants
- Maintain an understanding of the external funding landscape that is relevant to the aims of the charity
- Lead, and/or support the Head of Grants and Research, on the development of new funding initiatives

Monitoring and Impact

- Develop the monitoring system for grants
- Review progress reports from grant holders, assessing the progress and impact of the project and provide support and advice to ensure maximum impact from research and non-research grants
- Lead on the analysis of the impact of our grants portfolio
- Develop metrics to showcase the impact of our grants portfolio

Engagement

- Lead on the delivery of networking events, such as the PhD Students' Day
- Lead on the development of content for the grant funding webpages
- Work with the Communications team to highlight new awards and exciting stories
- Work with the Fundraising directorate to provide research insight and support for their activities, including reporting from supported projects
- Undertake engagement visits with our researchers and PhD students
- Represent the charity at external events, partnerships and membership organisations
- Develop an awareness and understanding of RFL patient and staff needs
- Maintain an understanding of the latest scientific developments across various relevant fields
- Line manage the Grants and SPF Administrator
- Work with the Funds Engagement Officer on awarding research funding from special purpose funds
- Provide support to the Head of Grants and Research as required

Key Relationships

- Fundraising, Communications and Finance colleagues
- Senior Trust and UCL colleagues
- RFL and UCL finance offices
- Grantholders
- Research partners and umbrella organisations

Person Specification

Qualifications

- CSE/GCSE in Maths and English or equivalent (Essential)
- Degree in a biomedical field or equivalent (Essential)
- PhD in a biomedical field or significant relevant experience (Desirable)

Experience

- Research/grants management experience covering the entire grant funding cycle including supporting funding committees (Essential)
- Leading and managing grant funding schemes (Essential)
- Developing and implementing new grant funding schemes (Desirable)
- Monitoring of grant awards and impact analysis (Essential)
- Self-starter with the ability to act on your own initiative and provide innovative solutions and recommendations (Essential)
- Collaborative working in a team (Essential)
- An understanding of the UK medical research funding sector and its governance (Desirable)
- Line management of staff (Desirable)

Skills & Knowledge

- Excellent communication and presentation skills both verbally and written (Essential)
- Work under pressure and to deadlines while prioritising and managing own workload (Essential)
- Demonstrable attention to detail and accuracy (Essential)
- Excellent interpersonal skills with the ability to establish good working relationships with senior trust and UCL staff, internal and external stakeholders (Essential)
- Strong IT skills, notably MS Office (Essential)
- Knowledge of the UK medical and health research environment, and an understanding of undertaking research in an NHS setting (Desirable)
- Equal Opportunities awareness
- Confidence to learn new systems and skillsets independently

Other Requirements – We expect you to: -

- Be highly motivated and able to take the initiative
- Able to deal with sensitive information in a confidential and professional manner
- Have a strong affinity with the NHS and philanthropic values
- Support your team and your other colleagues
- Attend meetings and training as required
- 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
- Be aware of and have a good understanding of Health and Safety at Work and the Fire Procedure and understand the correct action to be taken in the event of a fire
- Read and adhere to the Organisation's policies and procedures
- Work to the Organisation's Vision, Mission, Values and Behaviour
- To undertake any additional relevant duties as required
- Treat everyone equally, regardless of class, age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sexual orientation, or any other equality characteristic
- In line with NHS guidance, COVID19 vaccination will be a condition of employment as of 1 April 2022 unless exempt. It will apply for those who may work within the Royal Free London Hospitals and/or have contact with patients or services but are not directly involved in their care and/or who have face-to-face contact with patients and service areas with routine and regular access to patient care areas for the purposes of their work.

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