



**Position:** Grants and Impact Manager **June 2019**

**Start date:** Immediate start

**Contract type:** Permanent, Monday – Friday 9am-5:30pm

**About Ovarian Cancer Action:**

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked disease. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

**About the Grants and Impact Manager:**

OCA is looking to recruit a Grants and Impact Manager to manage its research portfolio at a busy and exciting moment. They will be part of a small, energetic team who are passionate about taking action against ovarian cancer.

The Grants and Impact Manager will take overall responsibility for the day-to-day running of OCA's research funding programme. This is a recent role with a unique opportunity for an enthusiastic self-starter to take ownership of implementing best practice in our research management processes.



They will manage OCA's current research portfolio and ensure delivery of the strategic aims of the charity in research in line with a developing research strategy moving forward. Relationship management will be essential, they will need to liaise closely with researchers and build and maintain relationships with other external research contacts.

They will support the charity at a wide range of levels and work with members of the team to ensure OCA can make the most impact with its research. They will maintain and develop the charity's reputation as the UK's ovarian cancer research charity.

**Position in organisation:**

***Reports to:***

Head of Public Affairs and Research

***Main working relationships:***

Head of Public Affairs and Research, Chief Executive, Director of the Ovarian Cancer Action Research Centre, Grant recipients, Scientific Advisory Board, Head of Healthcare and Education, Communications team, Trust Fundraiser, Fundraising team, Chair

***Direct stakeholders:***

Supporters, Volunteers

**Key responsibilities:**

***Research Management***

- Provide day-to-day administration of Ovarian Cancer Action's research portfolio including:
  - Maintaining regular contact with Principal Investigators and monitoring progress of research programmes against timelines
  - Manage the delivery of peer review process
  - Ensure all contractual obligations are being fulfilled.
- Manage the patient and public involvement opportunities at Ovarian Cancer Action
  - The Ovarian Cancer Action Research Network patient mailing list
  - Promoting the network to ovarian cancer researchers and clinicians in the UK
- Support and deliver any future grant making opportunities including responsibility for:
  - the application process
  - peer review process
  - grant award and new contracts.
- Sit on the OCA Research Subcommittee to assist with research funding recommendations to the Board of Trustees

- Support the development of the Research Strategy into an external facing publication and ensure all current and future research is in line with the strategic aims of the charity in research.
- Support the delivery of Ovarian Cancer Action's international conferences (HHMT) and relevant journal publications.
- Identify opportunities for Ovarian Cancer Action's Voices to contribute to research across the UK.

### ***Impact***

- Proactively identify opportunities for possible partnerships to leverage greater impact for Ovarian Cancer Action's research spend.
- Develop and deliver an impact strategy for Ovarian Cancer Action's research.
- Collect and analyse impact data from Ovarian Cancer Action's research portfolio, and share with colleagues for fundraising and communications.
- Make recommendations for future research direction based on impact data to Senior Management Team and the Board of Trustees.

### ***Relationships***

- Maintain and build key relationships within the ovarian cancer scientific research community both nationally and internationally.
- Attend relevant conferences and meetings on behalf of Ovarian Cancer Action.
- Engage with and build relationships with relevant research bodies such as the AMRC, NCRI, UKRI and NIHR, as well as any professional groups such as the Royal College of Surgery.
- Identify and build new relationships in the wider medical research community and outside Ovarian Cancer Action funded researchers who will benefit from Ovarian Cancer Action's charitable objectives, including the pharmaceutical industry.
- Proactively engage with the research community to promote ovarian cancer as a priority for new research, and seek out new opportunities for beneficial partnerships.

### ***Knowledge***

- Be an excellent communicator and the authoritative voice for the charity on Ovarian Cancer Action's research.
- Monitor relevant research developments taking place both nationally and internationally in ovarian cancer, and relevant wider fields including by attending courses, conferences and seminars as appropriate.
- Ensure the scientific accuracy of internal and external publications relevant to the research portfolio including website content, press releases, fundraising materials, campaigning.

- Provide updates for colleagues within Ovarian Cancer Action on the progress of grants, and updating them on recent research findings to maximise the impact of the charity's research funding activities including:
  - Providing the Fundraising team with relevant support in trust, corporate and major donor opportunities.
  - Meeting supporters / funders / policy makers with relevant members of the team.
  - Translating scientific information into lay language for the Communications team
  - Support the Communications team in developing the charity's science communications, developing content and coverage of Ovarian Cancer Action's research and acting as a spokesperson when required to help brief journalists.
- Maintain and develop the charity's reputation as the UK's ovarian cancer research charity.

### ***General responsibilities***

- To contribute positively to the organisation including: contributing to team meetings, team working and implementing organisational priorities.
- Be flexible within the broad remit of the post.
- Be pro-active and self-starting and able to act on own initiative where necessary.
- Be able to travel as required in the UK to fulfil the role and work out-of-hours.

### **About the ideal person and their required experience and skills:**

#### ***Essential***

- Educated to degree level in a relevant scientific field
- 2 or more years' experience in research funding management (or equivalent experience in a relevant field)
- Good understanding of research funding environment in the UK and internationally
- Awareness of the charity sector's role in medical research funding
- Knowledge of research impact and the current issues in the area
- A good communicator who can collaborate easily with a range of stakeholders both internally and externally, from academic research scientists to patients.
- Excellent organisational skills
- Passionate and motivated to improve outcomes for women with cancer

#### ***Desirable***

- Knowledge of the ovarian cancer research community
- Established contacts in the scientific research community
- Postgraduate qualification in a relevant scientific field



- Experience of running a grant-making process
- Experience of a research impact management platform (Researchfish, Uber Research, etc)

**Benefits:**

- 25 days annual holiday leave  
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

**Recruitment process:**

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) explaining how you meet the person specification and why you want to work at Ovarian Cancer Action. Along with this, please send a copy of your latest CV to [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk). Please also take a look at our website [www.ovarian.org.uk](http://www.ovarian.org.uk) for more details about what we do.

Our deadline for the role is Friday 7th July 2019, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 7th July. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities.

If you have any questions regarding this role, please email [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk), quoting the job title in the email heading.