



## Recruitment Pack

<b>Position:</b>	<b>Grants and Impact Manager</b>
<b>Start date:</b>	Immediate start
<b>Contract type:</b>	Permanent, Monday – Friday 9am-5:30pm (4 days considered)
<b>Salary:</b>	£30,000-£40,000 dependent on experience
<b>Closing date:</b>	23 <sup>rd</sup> November 2019

## About Ovarian Cancer Action:

### **Action. One third of our name and 100% of what we're about.**

And while we're talking numbers, here's another: one woman dies in the UK from ovarian cancer every two hours. Although five-year survival rates for ovarian cancer are improving, other cancers, such as breast cancer, had better survival rates two generations ago than ovarian cancer does today. We're here to change all that. And we're following two routes to achieve that change: awareness raising and scientific research.

### **Raising awareness for the quickest impact**

We're campaigning to increase awareness and improve understanding of symptoms among the public and GPs. The symptoms of ovarian cancer can easily be attributed to other, less serious conditions such as IBS, or even to the menopause, but the sooner ovarian cancer is diagnosed the better the chance of survival. So education is vital. And we know it's where we can make the quickest impact.

### **Funding research for the biggest impact**

The biggest impact we can make comes from our main area of focus: scientific research. Since 2006, Ovarian Cancer Action has funded £12.3million of research projects: more than any other ovarian cancer charity in the UK. We've opened the Ovarian Cancer Action Research Centre (OCARC), Europe's first ever centre dedicated to ovarian cancer research. And we continue to run our HHMT International Forum on Ovarian Cancer, which has been bringing together the world's leading scientists to determine research priorities around the globe since 1987.

### **Moving towards the next generation**

Over the last fifteen years, our efforts to fund and facilitate the very best ovarian cancer research have achieved dramatic results. But, of course, there's more work to be done. Thanks to the continuing generosity of our supporters, we're now committed to funding the next generation of research and to accelerating progress in three main areas: preventing the disease, diagnosing it early, and developing effective, personalised treatments. We believe this approach will help more women survive ovarian cancer than ever before.

**Take action with us now and transform the lives and prospects of women today and for generations to come.**



### About the Grants and Impact Manager:

OCA is recruiting a Grants and Impact Manager to manage its research portfolio at a busy and exciting moment. They will be part of a small, energetic and creative team who are passionate about taking action against ovarian cancer. This is an exciting time to join the charity: having invested over £12m in research we have an ambitious programme of work ahead.

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 the research management processes.

They will manage OCA's current research portfolio, and future grant giving processes. Along with the Head of Public Affairs and Research, they will contribute to the development of a new research strategy and lead on the delivery 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 across all areas including fundraising, policy and communications. They will maintain and develop the charity's reputation as the UK's ovarian cancer research charity.

## Key responsibilities:

### **A) 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.
- Manage the membership and governance of the Scientific Advisory Board.

### **B) 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.

**C) 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.

**D) 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.

## Position in organisation:

<b>Reports to:</b>	Head of Public Affairs and Research
<b>Main working relationships:</b>	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
<b>Direct stakeholders:</b>	Supporters, Volunteers

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

### **Desirable**

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

### General responsibilities:

As part of a small team, all colleagues are expected to be flexible within the broad remit of the post, and be pro-active and self-starting and able to act on own initiative where necessary.

Throughout the year members of the team support each other at events that contribute to the overall goals of the organisation. These events may fall outside of normal working hours, and be outside of London. Any participation at events outside of working hours earn Time Off In Lieu (TOIL) and all travel expenses are covered.

Recent examples have included cheering the OCA team at the London Marathon, a fundraising appeal launch at Number 11 Downing Street, and handing out roses at locations across the UK for World Ovarian Cancer Day.

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. This role will be primarily based in the office with some opportunity for flexible working.

### Salary and Benefits:

Salary band is £30,000-£40,000 dependent on experience.

In addition to advertised salary, OCA is able to offer the following benefits:

- 25 days annual holiday leave  
(In addition, if you volunteer at an event throughout the year 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 Sunday 24th November 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 Sunday 24th November 2019. 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.

