

Funding Manager (Research)

Job pack

November 2022



Welcome

Thank you for your interest in joining Barts Charity.

We are a charity with its roots in East London, dedicated to supporting improvements to healthcare and transformative research for local health benefit in East London, and beyond. You'll be joining us at an exciting time as we recently rolled out our ambitious new five-year organisational strategy (2022-2027). This aims to continue our £30 million per year funding programme and celebrate 900 years of St Bartholomew's Hospital with our most ambitious fundraising campaign to date.

Barts Charity funding is focussed on East London, one of the most diverse and fastest-growing areas of the UK. Our funding programme reflects this breadth and diversity, and its impact reaches far beyond our local area. We fund a wide range of activities, from medical research and healthcare innovation to activities that improve NHS staff wellbeing and patient experience. We support early ideas and their development as well as transformational multi-million-pound research and healthcare programmes. We work across a broad range of health conditions and research challenges and are committed to addressing health inequalities.

We are proud of our diverse and impactful funding programme – past, current and future - and we want your expertise in research and research funding to support and deliver it.



Victoria King
Director of Funding &
Impact

We're looking for someone to join us with experience in research and research funding, who is motivated by the potential of research to improve health, and is passionate about ensuring that charitable funds support deliverable and impactful research projects and initiatives.

Have a look at the role description in this pack. If you think you are a great fit and have a passion for healthcare research, we would love to hear from you.





About Barts Charity

We're a charity dedicated to supporting improvements to healthcare and transformative research which benefits 2.5 million people in East London and beyond. We do this by funding high quality, ground-breaking research, innovative patient care projects and NHS staff wellbeing initiatives that would not otherwise be funded by the NHS or other grant funders.

We mainly award our funding to Barts Health NHS Trust (which runs St Bartholomew's, The Royal London, Mile End, Whipps Cross and Newham Hospitals) and to the Faculty of Medicine & Dentistry (part of Queen Mary University London) where there are six medical research institutes. We also support researchers at City, University of London School of Health Sciences.

We make new awards totalling ~£30m each year. Among NHS Charities we are the second largest funder and by research spend are in the top five funders of medical research among members of the Association of Medical Research Charities.

We are approximately 35 staff, based in Smithfield (Farringdon). Our teams comprise Funding & Impact, Fundraising, Marketing & Communications, Finance, and Operations.



Job description

Job title	Funding Manager (Research)
Department	Funding & Impact
Reports to	Head of Research Funding
Key relationships	Funding & Impact team Finance, Fundraising, Marketing & Communications and Operations teams
	Barts Health NHS Trust Queen Mary University of London City, University of London
Job purpose	To work closely with applicants at the Faculty of Medicine and Dentistry at Queen Mary University of London, the School of Health Sciences at City University, and Barts Health NHS Trust in developing applications and managing a varied portfolio of funding held by our partner organisations as well as supporting the delivery of the Charity's research funding strategy.



Terms of employment

Salary	£40,000-£45,000, depending on experience
Contract	Permanent, 5 days a week. Open to flexible working.
Location	Hybrid working: Tuesdays and Wednesday at our offices (Ground Floor, 12 Cock Lane, London EC1A 9BU).
Holiday entitlement	27 days plus bank holidays
Pension	8% employer's contribution, deferred membership for 3 months
Other benefits	Employee Assistance Programme Subject to completion of 6-month probation: <ul style="list-style-type: none">• Interest free travel season ticket loan• Private healthcare insurance (taxable benefit in kind)





About the role

This is an exciting time to be joining Barts Charity as we have recently launched our 2022-2027 Strategy, including several new activity areas and revised funding schemes. Our new strategy will continue our significant £30 million per year funding programme and deliver on ambitious fundraising and public awareness campaigns.

The Funding Manager (Research) role will be key in making sure we fund impactful research projects. This includes making the most of our funding resources by facilitating the assessment and funding of new grants, managing a proportion of our current research funding portfolio, and contributing to monitoring progress of a range of research projects.

You will be an integral part of the busy and ambitious Funding & Impact team and work closely with a number of other Charity teams. You'll build relationships with the healthcare professionals and researchers at Barts Health NHS Trust and the Faculty of Medicine and Dentistry, QMUL.

With your research funding expertise, this is an exciting opportunity to put your stamp on a new role as we embark on our new 5-year strategy.

About you

- You will demonstrate an understanding and have experience of funding and grant-giving, and the role of charities in supporting healthcare and research.
- You will demonstrate knowledge and show an understanding of biomedical and/or clinical research in a Higher Educational Institution (HEI), life sciences or healthcare sector.
- You will have experience of supporting the development of successful projects, ideally within a HEI, NHS or healthcare setting.
- You will have excellent communication and interpersonal skills alongside the ability to build strong relationships with a wide range of internal and external stakeholders, including research staff, health professionals, healthcare delivery staff and third sector organisations.
- You will be able to think creatively and problem solve, sometimes in a challenging and fast paced environment, alongside having an analytical mind-set and excellent attention to detail.
- You will be passionate and motivated by a desire to support healthcare professionals and scientists to deliver the next discoveries and to translate them into healthcare improvements for a patient population.



Key areas of responsibility

Grants Development and Assessment

- Proactively work with our partner organisations to develop opportunities for Grant support, promote the Charity's grant schemes and strategy within our partner organisations, provide advice and answer queries to potential applicants, and support applicants throughout the grants application process.
- Manage and deliver the grant application process across the breadth of our research grants, including assessing and carrying out due diligence on the case for support, long term plans for sustainability, costs requested and case for potential benefits and impact.
- Lead on the running and delivery of a subset of funding schemes, with Head of Research Funding oversight.
- Ensure suitable information is available for advisory and decision-making meetings associated with research-related grants including the preparation of committee papers.
- Be responsible for ensuring high-quality advice is sought on research funding requests, e.g. through formal partner groups, external peer-review, expert opinion, Barts Charity Scientific Review Panel.
- Ensure meaningful and appropriate patient and public involvement is embedded within Research funding applications and the Charity's equality, diversity and inclusion expectations are upheld.
- Work with stakeholders at our partner organisations and across the Charity to facilitate optimum and impactful use of Special Purpose Funds (restricted funds) held by Charity in line with Charity strategy and relevant to Research funding.



Key areas of responsibility cont'd

Funding and Grants Management

- Manage funded grants to facilitate successful set-up and ongoing delivery including working with finance team on grant payments, ensuring prior conditions of award are met and the Charity supports delivery where possible.
- Assess and facilitate progress of awarded Grants through contact with Grant holders, partner stakeholders and through the charity's monitoring and impact process.
- Play a key role in post-award monitoring of grants awarded by the charity, undertake analysis of progress/final reports to analyse outcomes and outputs arising from charity funded projects and identify any emerging trends or patterns.
- Support the management and continuous improvement of grant management systems and associated data to support funding operations and funding monitoring and impact assessment.

Strategy Delivery

- Work closely with the Director of Funding & Impact and Head of Research Funding to support Charity strategy delivery, and underlying delivery plans, in the area of Research Funding.
- Contribute broadly and impactfully to the wider Funding & Impact team activity team
- Actively horizon-scan and provide insight on research sector developments



Key areas of responsibility cont'd

Relationship Management/Stakeholder Engagement

- Proactively build relationships with staff members at our partner organisations, and with external organisations to support delivery of the Charity's mission.
- Work with Marketing & Communications and Fundraising teams to help communicate the activities of the Charity.
- Represent the Charity at external meetings, promote the Charity's funding schemes, opportunities and strategy within BH/SMD/City University and network with external stakeholders and other external organisations to help deliver the Charity's goals.

General

- Ability to keep up to date with current research policy and funding within the UK and understand its implications on Universities, NHS healthcare providers, delivery staff and patients.
- Produce reports for the Director of Funding & Impact, Head of Research Funding, Trustees and other teams as required.
- Liaise with relevant departments to troubleshoot for success should issues arise.
- Undertake work in accordance with Barts Charity policies and principles.
- Undertake any other duties that may be required from time to time.



Person specification

We are looking for someone with:

Requirement	Essential/ Desirable
Degree in a STEM or public health subject (or equivalent experience)	E
Postgraduate qualification in a STEM or public health subject (or equivalent experience)	E
Output focused with a positive attitude to change	E
A flexible team player with the ability to work effectively and collaboratively with colleagues from different specialisms and backgrounds	E
Excellent communication skills	E
High level of attention to detail and analytically minded	E
Confident handling large amounts of data or sets of complex information	E
Self-motivated, able to work on own initiative or collaboratively as required and prioritise own workload	E
Active interest in learning new skills, applying them and implementing ideas for improvement	E
Ability to think outside the box and challenge the status quo	E
Able to deal calmly and confidently with inquiries from all partners and stakeholders	E
Desire to develop professionally and develop new skills	E

Person specification – cont'd

Requirement	Essential/ Desirable
Track record of developing and delivering successful projects in support of medical/life sciences research	E
Experience of grants administration/management/operations in an academic, industrial, funding agency or charity setting	E
Experience of grants administration/management/operations in the life sciences/healthcare sector	E
Experience of working with IT systems, packages and good working knowledge of databases	E
Experience of project/programme management in an academic, industrial, funding agency or charity setting	E
Experience of decision-making and advisory committees/boards and managing soliciting advice from external experts (e.g. peer-review, expert panels, commissioned advice)	E
Experience of working in a team/organisation supporting multiple people/functions	E
Awareness and understanding of research and clinical and Charity Commission regulations in relations to grant funding	E

Professional development

At Barts Charity we like to nurture our talent so upskilling our people with continuous training is important to us. We work hard to make sure Barts Charity is a safe, rewarding and inspiring place to work. We run an all-staff programme of training covering both hard and soft skills – recent training has covered unconscious bias, being assertive in the workplace, project management and presentation skills.

We also support each staff member with bespoke learning and development opportunities and encourage staff to identify and raise these with their managers.

Mental wellbeing commitment

We are committed to supporting the mental health of our staff; we seek to provide a supportive culture where conversations about mental health challenges are normalised and staff can get access to external support services at any time using our Employee Assistance Programme.





How to apply

Please send a CV and a supporting statement (no more than 2 sides of A4) telling us how you meet the person specification to joinus@bartscharity.org.uk.

If you would like to discuss the role before applying, please contact Maurice Darding, Head of Research Funding (Maurice.darding@bartscharity.org.uk)

Deadline for applications: 20 November 2022

Interviews: 29 & 30 November 2022

We are a friendly, diverse and inclusive team and are committed to having employees that represent all communities. We welcome applications from people from all identities and backgrounds and we particularly want to encourage people from under-represented groups to apply to work with us.

Do get in touch if we can support you in the application process by applying reasonable adjustments. All requests will be treated in confidence.





bartscharity.org.uk

Registered charity no. 212563

