

Funding Operations Officer

Job Pack

▶ March 2026

for healthy East London lives

A decorative graphic consisting of three overlapping arrows pointing to the right, in shades of teal, purple, and blue.

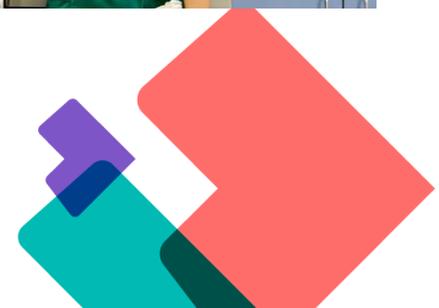
Welcome

We are a charity rooted in East London committed to improving healthcare and advancing transformative research that delivers meaningful benefits for local communities and beyond. Our funding is centred on East London, one of the UK's most diverse and rapidly growing regions and our funding programmes reflect this breadth and diversity.

We support a wide range of initiatives, from pioneering medical research and healthcare innovation to projects that enhance NHS staff wellbeing and patient experience. Our funding spans early-stage ideas through to large-scale, multi-million-pound programmes with the potential for significant, lasting impact. Across all our work, we are dedicated to tackling health inequalities and addressing some of the most pressing health challenges.

Our funding awards cover a broad range like providing state of the art [surgical robots](#), creating a [healthy ageing research centre](#), supporting [clinical research training](#), [opportunities for pioneering research](#) and our [Everyday Impact](#) scheme where small changes can make a big difference. We have recently awarded one of our largest ever grants to create a [Barts Breast Cancer Centre](#).

From the large to the small, all of our funding is motivated by one thing – enabling life-changing improvements to health for the people of East London.





Welcome (continued)

You will be joining the organisation at a pivotal moment. We are reviewing and concluding our 2022–2027 strategy while shaping our next strategic plan for 2027–2032, which will continue our £150 million, five-year commitment to improving health. The postholder will support the full grant lifecycle across a varied portfolio, helping to ensure our funding processes (from application and review to monitoring) run smoothly as we implement our new strategy. They will also contribute to improving our processes and practices, ensuring our operations remain efficient and effective.

This is an exciting opportunity for someone looking to broaden their grant funding experience, or for a business administration professional keen to gain experience in grant funding.

Our total staff number 45 people and we work hard to promote our values of one team, ambition, openness and accountability. In our most recent staff survey, 97% of the respondents said they were proud to work at Barts Charity and that it was a safe and inclusive environment.



If you would like to join us, please read on to find out more about the role.

Victoria King
Director of Funding & Impact



About Barts Charity

As East London's oldest healthcare charity, we've been at the forefront of advancing healthcare in our community for hundreds of years. The hospitals we support strive to provide excellent care to their patients, through the highs and lows. Yet too many people's lives in East London are affected by ill health.

As the dedicated charity for Barts Health NHS Trust, we support St Bartholomew's, Whipps Cross, Newham, The Royal London, and Mile End hospitals. We're also partnered with the Faculty of Medicine and Dentistry at Queen Mary University of London and the School of Health & Medical Sciences at City St George's University of London, where we fund world-leading medical research.

Together with our partners and supporters we make better healthcare possible. We invest in inspiring people and projects that have the greatest impact on the health and lives of local people. And as our local community is one of the most diverse places to call home (2.5m people from 97 nationalities), what makes a difference in East London has the potential to touch lives across the world.

For more information about Barts Charity, please visit our [website](#), where you can also see our latest [Impact Report and Annual Accounts](#).

We are committed to

Professional development

At Barts Charity, we prioritise continuous learning and professional growth, ensuring our staff have access to both group and individual development opportunities so that staff make the best contribution they can, enjoy good job satisfaction and progress their careers.

Employee wellbeing

We support wellbeing through a culture that encourages open conversations about wellbeing and mental health, internal support for both staff and their managers, and access to external support via our Employee Assistance Programme.

EDI and Inclusive Recruitment

We want everyone connected with Barts Charity to feel valued and respected. We will create and sustain a truly inclusive culture where everyone feels they can contribute. We know that this will take action and we must keep working at it. Find out more about our [Commitment to Equity, Diversity, and Inclusion](#).

In 2024 we conducted an Inclusive Recruitment Audit and delivered Inclusive Recruitment training for Hiring Managers to ensure our process is inclusive. All of our recruitments since then aim to adhere to those principles.

We welcome applications from candidates of all backgrounds. As a Disability Confident Committed employer, we actively recruit, retain, and support individuals with disabilities and long-term health conditions, and make adjustments to ensure equal opportunities during recruitment and beyond.



About the role

Funding Operations
Officer



Role overview

Job title	Funding Operations Officer
Salary	£35-39,000
Contract	12-month FTC
Location	Ground Floor, 12 Cock Lane, London EC1A 9BU - Fully accessible office.
Hybrid Working	Hybrid working, 2 anchor days mandatory in the office (Tuesdays and Wednesdays) and other days remote. Must be able to attend office on non-anchor days when requested
Flexible Working	37.5 hours per week. Core hours 10am to 4pm. Flexible working requests (outside of the mandatory office attendance days) will be considered.
Reports to	Head of Funding Operations
Line Management	None
Annual leave	30 days plus bank holidays
Pension	10% employer's contribution, salary sacrifice option
Benefits	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)• Employee Assistance Programme• Social events within office hours
Hiring Manager	Rebecca Van Goethem, Head of Funding Operations, has worked at Barts Charity for 6 years. She is responsible for all the systems, processes and governance that underpin our funding portfolio. She joined us from the Wellcome Trust where she was a Grants Adviser. Prior to working in grant management, Rebecca undertook a PhD in cell biology.



About the role

The role will support the full grant life cycle across a diverse portfolio, playing a central role in ensuring funding activities run smoothly and efficiently as we develop and implement our new strategy. The Funding Operations Officer will also contribute to the continuous improvement of processes, helping ensure our operations remain effective and fit for purpose.

Key Deliverables:

- Support and coordinate the full lifecycle of the funding portfolio, including, funding scheme delivery, review meetings, peer review collection, grant monitoring and grant closure processes.
- Maintaining and providing information related to application processes, grant policies and schemes to internal and external stakeholders, including through managing the team inbox.
- Work as a part of the Funding Operations team to support the continuous improvement of pre- and post-award processes.
- Work with the Head of Funding Operations and members of the Finance team to administer the Charity's Special Purpose Funds.
- Play a key role ensuring data quality in our grant management system, with an emphasis on ensuring data is accurate and complete through auditing, resolving errors and collaborating with stakeholders.
- Lead on the preparation of data for internal and external sources.



Who we are looking for

Key skills (essential)

Organisational Planning

Highly organised, with the ability to effectively plan and coordinate both individual and team workloads.

Analytical Problem Solving

Strong analytical and creative thinking skills, able to solve problems effectively in fast-paced environments.

Workflow & Process Management

Excellent processing skills with a clear understanding of workflow and its impact on business performance and strategic delivery.

Data & Systems Proficiency

Confident handling large volumes of complex information, with strong working knowledge of Microsoft Office 365, particularly Excel.

Stakeholder Communication

Excellent communication and interpersonal skills, with the ability to build strong relationships across a wide range of internal stakeholders.

Purpose-Driven Motivation

Passionate about supporting healthcare professionals and scientists to drive discoveries and translate them into meaningful patient improvements.

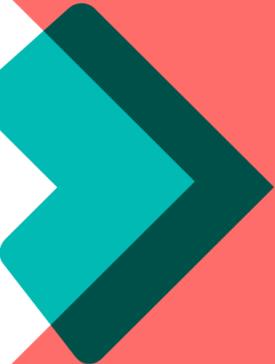


Who we are looking for

Key experience (essential)

- Experience of grants administration/management/operations in an academic, industrial, funding agency or charity setting
- Experience of working with IT systems, packages and good working knowledge of databases
- Experience of project management, particularly in an academic, industrial, funding agency or charity setting
- Experience of working in a team/organisation supporting multiple people/functions
- Awareness and understanding of HEI and/or NHS R&D funding policy and systems





How to apply





The application process

Please send your CV and a supporting statement (of no more than 2 A4 sides), highlighting how you meet the key skills and experience required for the role as outlined in the Job Pack.

Deadline for applications: 8 April

First competency-based interview (virtual): 15 April 2026

Second interview (in person, with a task): 21 April 2026

If you would like to discuss this role before applying, or if you need any adjustments, please contact recruiter support: Lizzy Clark
lizzy.clark@harrishill.co.uk

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.

Barts Charity is a **Disability Confident Committed** employer.



We will offer an interview to a fair and proportionate number of disabled applicants that meet the minimum criteria for the job. If you wish to apply under the Disability Confident campaign, please clearly note this in your application email.





Thank you

bartscharity.org.uk



Registered charity no. 212563

 **for healthy East London lives**

