

Senior Funding Operations Manager

Job Pack

► October 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)

The newly created Senior Funding Operations Manager will play a central role in ensuring the effective delivery, governance and continuous improvement of Barts Charity's grant-making activities, from application and review to award and monitoring.

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 for the people of East London. This is an exciting opportunity for an experienced grant management/ operations professional to join the Charity as we evolve and develop our funding models.

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

Senior Funding Operations
Manager



Role overview

Job title	Senior Funding Operations Manager
Salary	£50-55,000
Contract	Permanent
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: • 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 7 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 newly created Senior Funding Operations Manager will play a central role in ensuring the effective delivery, governance and continuous improvement of Barts Charity's grant-making activities.

The postholder will lead the day-to-day operation of the Charity's grant processes, including overseeing the delivery of pre-award and post-award processes, supporting governance and decision-making, managing funding data and reporting, and driving improvements to systems, processes and ways of working.

Key Deliverables:

- Lead the planning and operational delivery of Barts Charity's grant-making activities across the full grant lifecycle, from application through to grant monitoring and closure.
- Drive improvements to Funding & Impact systems and processes to ensure that Barts Charity's grant making is efficient, user-friendly and compliant with regulations.
- Lead the maintenance, development and implementation of funding-related policies, ensuring these are in line with sector best practices and compliant with relevant regulations.
- Work closely with colleagues across the charity to support the management of donor-supported grants and the Charity's restricted funding.
- Contribute to internal and external reporting and data sharing (e.g. annual reporting to the Association of Medical Research Charities and provision of management information to senior leaders).



Who we are looking for

Key skills (essential)

Planning & Project Management

- Highly organised, with the ability to effectively plan and coordinate 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 databases and of Microsoft Office 365, particularly Excel, and excellent attention to detail.

Communication

- Excellent communication and interpersonal skills, with the ability to build strong relationships across a wide range of internal and external 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)

Grants Management

- Significant experience of grants management and/or operations in an academic, industrial, funding agency or charity setting, with a STEM or healthcare focus

Grant Management Systems & Process

- Significant experience working with grants management systems, CRM systems or comparable databases.
- Experience managing and improving complex operational processes and workflows.

Regulations and Governance

- Strong working knowledge of charity governance, compliance and data protection requirements, including GDPR.



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, to recruiter Lizzy Clark lizzy.clark@harrishill.co.uk.

Deadline for applications: 28 October

First competency-based interview (virtual): 6 November

Second interview (in person, with a task): 11 November

If you would like to discuss this role before applying, or if you need any adjustments, please contact recruiter 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.





The application process, cont.



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.

Our approach to candidates using AI in applications:

We know that technology including AI tools can support candidates when preparing job applications. We welcome the use of tools that help you present your experience clearly. That said, we ask that all applications genuinely reflect your own skills, experience and voice so we suggest that you carefully check any AI-generated content. If you are invited to interview, we will want to find out more about your skills and experiences directly from you and so discrepancies between your application and your presentation in person may be damaging to your application.





Thank you

bartscharity.org.uk



Registered charity no. 212563

