

RESEARCH FUNDING OFFICER



DIABETES UK
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK
THAMES PATH

DIABETES UK
FROM CHAMPION. FIGHT. CHAMPION.

WHO WE ARE

We are Diabetes UK and it's our mission to tackle diabetes, day in and day out, until it can do no harm. One in five adults in the UK are living with diabetes or prediabetes, and we're determined to change that. Join us and together we can change the future of diabetes.

For the last 90 years, we've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do.

We're committed to preventing diabetes where possible, improving daily life for those living with it, and ultimately finding a cure. We're also focused on tackling stigma and reducing inequalities faced by people at risk or living with diabetes.

We've got some really ambitious goals over the next few years and we're looking for people who share our ambition to help us stop the harm diabetes causes.

We can't do any of this without you.

Our 2026 -2030 strategy commits us to 3 ambitious outcomes: Prevention and Cure, Everyone included and Living Well with Diabetes. To read more about our strategy please click here [DUK-Strategy-2026-2030-compressed.pdf](#)

At Diabetes UK, we live and breathe our values:

We put people first – We recognise that people are individuals with different preferences, circumstances and needs. We collaborate with others, listen carefully and keep commitments.

We make change happen – We are ambitious to drive change with and for people living with diabetes. We challenge constructively if needed.

We're driven to know more – We find ways to share knowledge and insights with colleagues and take advantage of learning opportunities across the charity.

We keep things simple – Diabetes is complicated enough.

If these values resonate with you, we'd love to hear from you.



Colette Marshall

Colette Marshall
Chief Executive

JOB DESCRIPTION

Role title: Research Funding Officer

Contract type: 12 months Fixed term (maternity cover)

Hours: 35 hours/week

Location: London (Hybrid)

We ask colleagues to spend at least one day a week in the office, with more time in person when this supports effective collaboration or the needs of the Charity.

Salary: £30,804 - £34,227 - Band 6

Role reports to: Senior Research Manager

Key relationships (internal and external): Research Funding team, Research Communications team, Diabetes Research Steering Groups team, Volunteer Development team, Diabetes UK and university Finance teams, Clinical team, Customer Care team, the diabetes research community, Grants Advisory Panel of people living with diabetes, research funding organisations, research grants management system technical team.

Key focus of the role:

As a Research Funding Officer, you will help deliver Diabetes UK's research strategy and play a key part in funding the most relevant and impactful research, with the potential to benefit people living with diabetes.

This busy administrative role supports the Funding team in managing the full grants lifecycle across several funding schemes, including the timely planning and delivery of rigorous funding processes, reviewing the progress of awarded grants and the financial management of these awards.

Working alongside other Research Funding Officers, you will secure sufficient independent peer reviewers for grant applications, prepare papers, write meeting minutes, and organise and facilitate meetings of the Research Committee of scientific experts and the Grants Advisory Panel of people with lived experience of diabetes. This will require clear and efficient communication and effective relationship management with these external stakeholders.

In addition to these core tasks, you will also support in organising networking events for our funded PhD students and early-mid-career researchers.

Key tasks and responsibilities

- Administer and manage the delivery of all Diabetes UK research grant funding schemes in line with the gold standard research governance processes set by the [Association of Medical Research Charities](#).
- Support the pre- and post-meeting administration and organisation of the [Research Committee](#) and Scientific Panel meetings which includes preparing application papers and writing minutes, applicant feedback letters and award letters within the agreed timeframe.
- Manage the independent expert peer review process for the grant funding schemes within agreed timescales.
- Support the pre- and post-meeting administration, organisation and facilitation of the [Grants Advisory Panel](#) meetings.
- Manage a portion of the awarded grants portfolio which includes reviewing the progress of these grants and the financial management of these awards.
- Confidently use the new grants management system to manage funding processes and troubleshoot issues as required.
- Support the organisation and delivery of the annual networking events for our funded PhD students and early-mid career researchers.
- Respond to queries from the research community and public in a timely manner.
- Build excellent relationships with the research community, the Research Committee, the Grants Advisory Panel, and other stakeholders, ensuring they are provided the necessary paperwork and support in a timely manner.
- Support the Director of Research, Head of Research Funding and Senior Research Manager in the delivery of other research funding related activities.

Person specification

	Criteria:		Assessed via:	
	E	D	A	I
Experience				
Proven experience in high-volume administration and minute-taking within given deadlines in a busy team	X		X	X
Working as a strong team player as well as working independently	X		X	X
Proven ability to manage multiple priorities effectively and meet conflicting deadlines	X		X	X
Being proactive and taking an initiative to lead on processes/projects	X		X	X
Experience of working collaboratively with lay panels, volunteers or researchers and building good relationships with them		X	X	X
Experience in organising meetings and events		X	X	X
Knowledge				
Understanding of the role of medical charities in research grant funding	X		X	
Understanding of grant funding processes and principles of scientific peer review	X		X	X
Understanding of the UK medical and scientific research funding landscape		X	X	
Understanding the importance of patient and public involvement (PPI) in research		X	X	
Skills				
Excellent organisational and time-management skills, with the ability to manage multiple projects and tasks and meet competing deadlines	X		X	X
Good written communication skills with the ability to write in a clear and concise manner	X		X	
Proactive in problem solving and making decisions independently using critical thinking and reasoning	X		X	X
Strong interpersonal and facilitation skills to engage with researchers and lay members confidently		X	X	
Qualifications/Professional membership (if applicable)				
Undergraduate degree in biomedical sciences or any other relevant life sciences	X		X	
MSc or PhD in biomedical sciences or any other relevant life sciences		X	X	

E – Essential D – Desirable A – Assessed at Application I – Assessed at Interview

If you don't meet all the criteria listed but meet most and have transferable skills with a passion for our mission, you are still welcome to apply for this role.

If you are invited to attend an interview in person, we will reimburse reasonable travel costs excluding hotel or overnight stays.

Behaviours

All employees are expected to abide by our values and behaviours framework which can be found here [Combined general and people managers framework](#). Below are a set of behaviours that you will be expected to demonstrate in your application form and that will also be explored during your interview.

We keep things simple

- Prioritise your work so that you're clear about what needs to be done at any given time.
- Use clear, accessible language, avoiding jargon unless it's relevant to your audience.

We Make change happen

- Review and evaluate what you do, considering diverse perspectives and the impact it has and identify ways to streamline and improve processes.
- Speak confidently about the impact we've made and our ambitions for the future.

We're Driven to know more

- Proactively look to learn more about the grant funding processes and medical research and share your new knowledge and insights with colleagues.
- Ask thoughtful and insightful questions, being wary of making up your mind too quickly.

We put people first

- Recognise that people are individuals with different preferences, circumstances and needs.
- Identify times when you need to be flexible to support others, recognising this won't always be possible.