

DIABETES UK
KNOW DIABETES. FIGHT DIABETES.



**RESEARCH FUNDING
OFFICER**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they'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. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Research Funding Officer

Contract type: Permanent

Hours: 35 hours per week

Band: 6

Key relationships (internal and external): Research Funding team, Research Communications team, Diabetes Research Steering Groups team, Volunteer Development team, Finance team, Customer Care team, the diabetes research community, Grants Advisory Panel of people living with diabetes, other Funding organisations, University Finance teams, Research Grants Management System Technical team.

Key focus of the role: To administer and manage the delivery of all Diabetes UK research grant funding schemes, from application submission to award, and post-award management including peer review process, managing the patient and public involvement processes and organising Committee and Panel meetings.

Directorate and team

This role sits in the [Research Funding Team](#) in the [Research Directorate](#)



Main responsibilities

- Administer and manage the delivery of all Diabetes UK research grant funding schemes, from application submission to award, and post-award management via the grants management system.
- Be responsible for the expert peer review process for the grant funding schemes.
- Deliver and facilitate the Grants Advisory Panel (GAP) meetings (our expert by experience members involved in the funding processes).
- Be responsible for organising the Research Committee and Scientific Panel meetings, and all pre- and post-meeting administration.
- Support the Director of Research, Head of Research Funding and Senior Research Manager in the delivery of other research funding related activities.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will:

- Use gold standard research governance processes in line with the [Association of Medical Research Charities](#) to administer and manage the processes for all the grant [funding schemes](#) within agreed timelines including; undertaking expert peer review, organising [Research Committee](#) meetings and taking scientific minutes, providing feedback to grant applicants and drawing up award contracts.
- Be responsible for managing half of the grants portfolio which includes reviewing the progress of these grants and the financial management of these awards.
- Be proficient in using the grant management system which will involve building application forms, setting up funding rounds and review panels and troubleshooting when required.
- Support with the organisation and delivery of the PhD Student Networking Day and other funding related events, where required.
- Support the organisation, facilitation and delivery of the [Grants Advisory Panel](#) meetings.
- 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 support when required.
- Work together with the Research Impact Lead to improve Diabetes UK's processes to monitor and evaluate research impact, and supporting with data analysis as needed.

You will have experience in:

- Providing administrative support and delivering processes within given deadlines in a busy team.
- Working as a strong team player as well as working independently.
- Organising and facilitating events, workshops, or similar.
- Or interest in patient and public involvement, to make a difference to people living with diabetes and those at risk.

You will have skills in:

- Planning your time and workload to meet multiple deadlines in an organised manner and prioritising multiple tasks effectively.
- Problem solving and making decisions independently using critical thinking and reasoning.
- Engaging confidently with external stakeholders.

You will have knowledge:

- Of the research landscape and an interest in scientific and medical research.
- Of the importance of involving the lived experience perspective in research.

The best person for this job will (behaviours):

- Build relationships, and clearly and accurately communicating with different stakeholders.
- Work collaboratively with others, and in a way that shows you are aware of their needs and preferences.
- Take a proactive and curious approach to work.
- Be able to work flexibly and in a reactive manner.

Qualifications/professional membership (if applicable):

Degree in biomedical sciences or any other life sciences

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefits we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

