

# RESEARCH FUNDING OFFICER



**DiABETES UK**  
KNOW DIABETES. FIGHT DIABETES.

WELLNESS WALK  
THAMES PATH  
DIABETES UK  
FROM SUPPORT TO SOLUTIONS

# 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.

Tackling inequality is part of our mission, and we're committed to being a diverse and inclusive organisation, for all of our people and volunteers. We have a friendly and inclusive culture, with a range of staff networks and ways to get involved. You can find out more about our approach to equity, diversity and inclusion in our strategy here [EDI Strategy Branded version 22 March 2023.pdf](#).

**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: 1 Year Fixed Term

Hours: 35hr/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.

## Main responsibilities

- To support the Head of Research Funding and Senior Research Manager in the implementation of a new grants management system. This could include testing and creating forms.
- 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.
- Support the delivery and facilitation of the Grants Advisory Panel (GAP) meetings (our expert by experience members involved in the funding processes).
- Support the pre- and post-meeting administration for the Research Committee and Scientific Panel meetings.
- Support the Director of Research, Head of Research Funding and Senior Research Manager in the delivery of other research funding related activities.

## Directorate and team

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



## Person specification

All jobs at Diabetes UK are based on

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

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, taking scientific minutes at the [Research Committee](#) meetings, providing feedback to grant applicants and drawing up award contracts.
- Support the management of the grants portfolio which includes reviewing the progress of these grants and the financial management of these awards.
- Be comfortable in using new grants management system, which will involve testing, building application forms, setting up funding rounds and review panels and troubleshooting when required.
- Support the delivery of the PhD Student Networking Day.
- Support the 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.

**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.
- Using new digital systems and will be quick to learn unfamiliar tools and technologies as needed for the role.

**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):**

- Be a strong team player and work collaboratively with others, and in a way that shows you are aware of their needs and preferences.
- Take a proactive approach to work and be curious.
- Demonstrate a high level of accuracy and attention to detail in all aspects of work, ensuring tasks are completed thoroughly and to a consistently high standard.
- Be able to work flexibly and in a reactive manner.
- Be confident in building relationships and be able to clearly and accurately communicate with different stakeholders.
- Show a strong commitment in making a difference to people living with diabetes and those at risk.

**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.



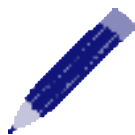
## Pension

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.



### Our Networks

A range of active and supportive colleague networks such as the Pride network, Global Majority network and Women's network.



### Early finish Friday

Early finish Friday and flexible working as part of our approach to activity-based working (not applicable to roles with fixed shift patterns).



### Employee assistance programme

Employee assistance programme to give you support on any issues that come up in life.



### Annual season ticket loan

Annual season ticket loan\* (on completion of your probation period and if contract is permanent or longer than 12 months).



### Cycle to work scheme

Cycle to work scheme.

## Get in touch

Email [recruitment@diabetes.org.uk](mailto:recruitment@diabetes.org.uk)

Call **0345 123 2399**

Visit [diabetes.org.uk](https://diabetes.org.uk)

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

