

**Action Medical Research**  
**Job Description**

Job Title: Research Manager  
Department: Research Department  
Working base: Charity Headquarters, Horsham or Home Based considered  
Hours: Two days per week – 14 hours  
Salary: c£33k pa pro rata  
Reporting to: Director of Research

Work relationships: Staff in the departmental team, fundraising and communications teams plus external research networks and contacts

**Main job purpose**

To support all aspects of research funding, including advising potential applicants, assisting with the peer review process, including the selection of external reviewers, providing feedback to applicants and the monitoring and evaluation of funded research. To write reports on previous and current research supported by the charity. To review and deliver copy that is scientifically accurate and interesting to a wide audience.

1. Assist with the management of research grant rounds and peer review including the selection of external reviewers.
2. Assist with applicant correspondence, including giving advice to would-be applicants and existing grantholders and the provision of feedback to applicants.
3. Monitor current research projects including checking for milestones and deliverables on translational research projects and be able to discuss progress of research with grantholders.
4. Check financial arrangements on research projects and approve invoices where appropriate.
5. Provide written reports on the progress and outcomes of scientific research funded by the charity, using all relevant techniques, including contacting previous grant-holders and relevant scientific contacts.
6. Provide written and verbal reports/presentations on the charity's research, both internally (staff and volunteer supporters) and externally (media and companies). Provide cover for the Research Evaluation Manager as a charity spokesperson on research where appropriate.
7. Review and approve relevant copy containing scientific/grant information, ensuring scientific accuracy as well as general (lay) comprehension, including in relation to the outcomes of our research.
8. Act as a primary source of research information for internal and external purposes in order to maximise publicity and fundraising opportunities, whilst safeguarding the good name and reputation of the charity and avoiding any exploitation of researchers or their patients.
9. Help to maintain and develop the referee and grants database, updating details as appropriate. Maintain records and other information, build links and networks with appropriate external contacts.
10. Provide cover for the Research Evaluation Manager when appropriate.
11. Deputise for the Director of Research when appropriate.

## **Other Responsibilities**

12. Keep the Director of Research fully briefed on all relevant research matters and on activities being undertaken.
13. Maintain an up-to-date knowledge of current activities in the charity by reading all relevant material produced. Be conversant with the principles governing the funding of research and the types of grants made available.
14. Undertake any other duties of a compatible nature as may be required from time to time by the Chief Executive, or the Director of Research.
15. Attend UK based meetings as needed.

## **Person Specification**

### Essential

1. Minimum 2:1 science/medicine degree and further relevant scientific/medical degree (PhD/Masters) or medical writing qualification.
2. Experience of undertaking scientific/medical research and interpreting scientific information and publications.
3. A broad understanding of scientific/medical subjects and proven ability to explain complex information to non-scientists and discuss research progress and milestones with grantholders.
4. Excellent written and verbal communication skills. Proven ability to write about medical research and complex issues clearly and effectively for a non-scientific and scientific audience. Able to provide evidence of published work and demonstrate attention to detail and scientific accuracy. Experience of copy approval.
5. Good communication and presentation skills, written and oral. Experience of presenting scientific information to different audiences including scientists and non-scientists.
6. Experience of handling confidential information and able to deal with applicants without bias or favour.
7. Proven ability to manage processes and work to tight deadlines at the same time as showing attention to detail.
8. Experience of research administration including management of grant finances.
9. Excellent IT skills including use of MS Office platforms and databases.

### Desirable

10. Experience of peer review and selection of reviewers to assess grant applications.
11. Experience of translational research/drug development.
12. Experience of science/medical media interviews.