

Job description

Job title:	Grants officer (maternity cover)
Hours:	Full time (37.5 hrs per week); would consider Part Time (from 0.6 FTE/22.5 hrs per week)
Organisation:	Moorfields Eye Charity
Contract type:	12 month fixed term
Location:	City Road, London EC1V [current temporary remote working]
Salary:	£29,960 to £33,486 (pro-rata for part time) depending on experience
Responsible to:	Director of grants and research

Role summary

This is wide ranging role within the grants and research team who are responsible for ensuring the charity has robust grant making mechanisms to determine best use of charitable funding together with monitoring and evaluating projects and programmes funded by Moorfields Eye Charity (the charity). The team also support the fundraising and communication teams' activities by providing information on each of our funding programmes and portfolio of grants.

The grants officer position is an exciting and busy one, responsible for supporting our funding programmes, grants management, supporting the communication of funding outcomes and the evaluation of impact across the charity's main priority areas.

You will support the entire grant management life cycle, from pre- to post award, of a very diverse and growing portfolio of research, philanthropy supported grants and non-research awards. Integral to this role will be the development of relationships with applicants from all areas of Moorfields Eye Hospital NHS Foundation Trust (the trust) and the UCL Institute of Ophthalmology (the institute) and supporting their engagement with and application submission to our funding programmes. The role will also be responsible for leading on gathering information on the progress of these projects and the communication of charity funded outcomes and impact through various communication channels to a wide variety of audiences.

This is a highly collaborative and strategic focused role that will require you to work independently and confidently develop important relationships with stakeholders at all levels across the trust, institute, charity and key external stakeholders.

Organisational context

The charity is the main grant making and fundraising charity for Moorfields Eye Hospital NHS Foundation Trust and its academic partner, the UCL Institute of Ophthalmology. We provide targeted funds, above and beyond the responsibility of the NHS, making a difference for patients at the trust and for people with sight problems around the world. We help the trust provide the best possible care for its patients, educate the researchers and clinicians of tomorrow and support leading-edge research that aims to develop new treatments for blinding diseases.

The charity is in the early stages of a major capital campaign. The trust with University College London (UCL) and the charity have a once-in-a-century opportunity to create a state-of-the-art integrated treatment, research and education centre. It will benefit Moorfields' patients and those with sight problems worldwide. Planning for the future, the proposed new facility will:

- be designed around the patient experience

- embrace new technologies to develop excellence
- and innovation in clinical care
- attract and retain the world's leading clinical, health education and research talent.
- It will push the boundaries of science, deliver breakthrough treatments to the front line of patient care and revolutionise eye healthcare around the world. We've committed to raising, in partnership with UCL, £100m towards this ambition.

Working relationships

Internal

Charity grant holders and applicants
Trust/institute research offices
Fundraising teams
Charity communications team
Charity finance team
Other charity staff
Trust satellite sites
University College London (UCL)

External

Funding bodies
Association of medical research charities (AMRC)
National Institute of Health Research (NIHR) Academy
Host institutions contract, finance and HR offices

Main duties and responsibilities

Grant funding

- Be the primary point of contact to applicants and other stake holders throughout the grant management process and ensure queries are dealt with in a professional, timely and satisfactory manner.
- Review submitted applications, including undertaking eligibility checks and performing cost challenge.
- Maintain up-to-date and accurate grant records within the ThankQ grants management module.
- Carry out selection of high quality peer reviewers, including inviting referees to review applications, responding to referee queries, chasing responses and assessing the quality of reports to ensure they are suitable for consideration by decision-making committees.
- Support the Funding manager in the delivery of grant application surgeries, drop-in advice sessions and other mechanisms to advertise grant funding programmes and provide advice to applicants.
- Prepare grant applications and support the director of grants and research in the development of briefing documents for the charity's Scientific Advisory Panel and Grants Committee (who report to Moorfields Eye Charity Board of Trustees) or other relevant committees.
- Attend relevant Scientific Advisory Panel, Grants Committee or other decision making meetings and be responsible for ensuring that minutes are taken, and decisions are accurately recorded.
- Be responsible for preparing and communicating feedback to applicants on funding proposals following decision making and following up on any related actions.

Communications,

- Be a primary point of contact for the development of content for the charity website, social and other communication channels. This includes liaising with grant holders and their

teams during development of communication copy and accompanying video and photography opportunities for the stories and case studies.

- Provide ideas and draft content from grant portfolio for press and other publication, including the charity newsletter and impact reports.
- Support fundraising teams supporter relations programme by providing communication copy for individual donors on areas of research interests, plain English summaries of current projects.

Impact and evaluation

- Support the post-award monitoring of grants awarded by the charity. This includes monitoring own portfolio of grants and feeding into the coordination of information gathering and developing schedules of reporting.
- Develop and produce reports, undertake analysis of outcomes and outputs arising from charity funded projects.
- Support the director of grants and research in the development and implementation of an impact evaluation frameworks.

Finance

- Monitor financial expenditure on grants against awarded budgets including working with the grant holders and finance teams internally and externally.
- Maintain accurate and up-to-date records and processing of invoices through the ThankQ grants management module for grant expenditure on grants within portfolio.
- Support the director of grants and research in financial year end reconciliation and reporting on grants within current portfolio.

Grants and research team

- Maintain highly accurate records within ThankQ grants module and any other databases used by the team.
- Support grants and research team colleagues, providing cover as necessary. This includes working closely to ensure shared awareness of grants, activities and deadlines related to each other's portfolio of grants.
- Maintain an awareness of the external eye health environment and funding landscape.
- Build and maintain strong positive relationship with the academic, administrative and clinical staff at the trust, the institute and relevant departments or institutes within UCL.

Other duties

- Other administrative support, cover or data entry as may be required (at busy times or periods of absences) across the wider Charity team to further the Charity's activities.
- Work effectively and professionally to ensure that our grant applicants and awardees receive excellent levels of customer care at all times.
- Occasional evening and weekend work.
- Any other duties as may be requested from time to time by your line manager.
- Ensure that all activities are compliant with law, best practice and the Charity's policies and procedures.
- As a member of the Charity team to conduct your work and self to a high standard of professionalism and timeliness, being responsible and polite with all stakeholders. To be collaborative with, and considerate and supportive of colleagues as we work together to meet the common goal of delivering the Charity's strategy to maximum impact.

Person specification

Essential = E, Desirable = D, Application = A; Interview = I; Test = T

Education and qualification

Educated at first degree level in biomedical sciences or equivalent	E	A
Advanced research degree (PhD) or equivalent work experience in a relevant discipline	D	A, I

Experience and knowledge

Experience of the research environment, ideally pre-clinical, in an academic setting.	E	A, I
Experience of research grant application processes and peer-review	E	A, I
Working to deadlines and prioritising work	E	A, I
Proven ability to write engaging copy for different audiences across varied communication channels	E	A, I, T
Grants management experience, including peer-review in a grant making organisation (ideally a medical charity),	D	A, I, T
Engaging with and supporting grant applicants, providing expert advice on remit and eligibility on behalf of the grant making organisation	D	A, I
Supporting high level committees/boards	D	A, I,
Understanding of grant making in a medical charity	D	A, I
A broad understanding of fundraising in the charity sector	D	A, I
Understanding of charity sector and regulation	D	A, I
Experience in reviewing grant expenditure against awarded budgets	D	A, I
Awareness of the UK medical and research environment, the role of the AMRC and an understanding of the complexities of undertaking research within an NHS environment	D	A, I

Skills

Excellent written and oral communication skills	E	A, I, T
Excellent attention to detail and accuracy	E	A, I
Effective organisational skills and ability to manage time and prioritise work	E	A, I, T
Ability to work independently, quickly and effectively under pressure	E	A, I, T
Excellent IT skills including Microsoft Word, Adobe Acrobat, Excel	E	A, I
Use of a grant management system	D	A, I
Use of a CRM database for both maintenance and interrogation purposes	D	A, I

Personal qualities

Ability to build confident working relationships at all levels	E	A, I
Self-motivated, pro-active and solutions focused, with ability to work on own initiatives and to provide recommendations	E	I
Personable with excellent telephone manner and ability to engage supporters	E	I
Trustworthy, reliable and demonstrable discretion	E	A, I
Able to network and liaise with scientific, clinical and research communities	E	A, I
Keen to be part of a busy, friendly team often under pressure	E	A I
Flexible approach to working hours to meet the needs of the role	E	I

General duties

- To comply at all times with the requirements of the Health & Safety regulations under the Health & Safety at Work Act (1974) and to take responsibility for the health and safety and welfare of others in the working environment ensuring that agreed safety procedures are carried out to maintain a safe environment.
- To comply at all times with the charity/Trust's Data Security Policy. Also to respect confidentiality of information about staff, donors, patients and health service business and in particular the confidentiality of electronically stored personal data in line with the Data Protection Act.
- The charity/Trust has adopted a security policy in order to help protect patients, visitors and staff and to safeguard their property. All employees have a responsibility to ensure that those persons using the charity/Trust and its service are as secure as possible.
- The charity is committed to a policy of equal opportunities. A copy of our policy is available from the Personnel Department.
- The charity operates a no-smoking policy.
- You should familiarise yourself with the requirements of the charity's/Trust's policies in respect of the Freedom of Information Act and comply with those requirements accordingly.
- The role description gives a general outline of the duties of the post and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the post holder.
- All appointments within Moorfields Eye Charity /National Health Service are subject to pre-employment health screening.
- Any other duties as designated by your manager and which are commensurate with the grade.

NB. The role description is a reflection of the current position and may change emphasis or detail in the light of subsequent developments, in consultation with the post holder