

Job description

Job title:	Grants manager
Hours:	Full time, 37.5 hrs per week
Organisation:	Moorfields Eye Charity
Location:	City Road, London EC1V
Salary:	£32,000 – £35,000 depending on experience
Responsible to:	Director of grants and research

Organisational context

Moorfields Eye Charity (the charity) is the main grant-making and fundraising charity for Moorfields Eye Hospital NHS Foundation Trust (the 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.

Role summary

This is an exciting opportunity 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 breadth and diversity of the charity's funding portfolio offers a fantastic opportunity to expand on your experiences in research management and to learn and develop new skills outside of normal research grant-making. You will have manage a very diverse and growing portfolio of research and non-research grants of grants through the entire grant management life cycle, from pre- to post award. This portfolio includes our competitive research grant programmes, education, staff development, patient participation and innovation grants. You will also take responsibility for managing the scheduling and running of the grant making programmes including the NIHR

Moorfields Eye Charity partnership fellowships. Integral to the 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 grants manager will also lead 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. As the primary contract with the Association of Medical Research Charities (AMRC) for the charity, the grants manager will be responsible for keeping abreast of current updates, coordinating submission of data when required and maintaining the charity's good working relationship with the AMRC.

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

Working relationships

Internal

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

External

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

Main duties and responsibilities

Grant management

- Manage the planning and scheduling the annual cycle of grant making programmes.
- Be responsible for monitoring and analysing grant programmes and preparing reports for the director of grants and research, Scientific Advisory Panel and the Grants Committee.
- Make recommendations for development of programmes or new opportunities to the director of grants and research.
- 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.
- Manage the life cycle of a portfolio of grant applications including reviewing submitted applications, undertaking eligibility checks, cost challenge, high quality peer review process and preparing and communicating feedback to applicants following decision making.
- Manage the Scientific Advisory Panel meetings scheduling and working with the grants and research team ensure complete and high quality panel meeting papers are prepared in a timely manner, that minutes are taken, and decisions are accurately recorded
- Attend relevant Grants Committee or other decision making meetings, taking responsibility that minutes are taken, and decisions are accurately recorded.
- Support the director of grants and research in the development of briefing documents for the charity's Scientific Advisory Panel and Grants Committee or other relevant committees.

Finance

- Monitor financial expenditure on grants against awarded budgets including working with the grant holders and finance teams internally and externally.
- Be responsible for invoice approval on grant expenditure.
- Develop and manage regular reporting of grant commitments and expenditure
- Lead on the financial year end reconciliation review process and support the director of grants and research in the development of reports for the Trustees and annual accounts.

Policy and external funders

- Be responsible for ensuring that appropriate research management processes and procedures follow best practice.
- Support the development and management of the review process of the charity's grants and research policies and position statements e.g. open access, data sharing or informatics, and other governance issues.
- Manage the NIHR Moorfields Eye Charity partnership fellowship programmes.
- Manage the charity's relationship with the AMRC, keeping abreast of current developments and opportunities.
- Support the director of grants and research in the development of funding partnerships and new grant making programmes.

Communications,

- Manage the charity's 'lunch and learn' series and with the grants officer suggest and coordinate possible speakers.
- Lead on the grant and research team's content for the charity's communications calendar.

- Manage the advertising of 'calls for applications' working across other teams within the charity, the trust and institute to effectively promote and communicate all grant making programmes and outcomes.
- Working with the director of grants and research and communications team, support the development of marketing and collateral materials for the grants and research team.

Impact and evaluation

- Working closely with the grants officer, lead on the development of procedures for post-award monitoring of grants awarded by the charity. This includes coordinating 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.

Grants and research team

- Ensure a smooth flow of information within the grants team.
- Maintain up-to-date and accurate grant records within the ThankQ grants management module.
- 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.
- Work with the trust and institute to ensure high quality applications are submitted under different grant programmes and priority areas for consideration by Trustees.
- Working with the grants officer, develop grant application surgeries, drop-in advice sessions and other mechanisms to advertise grant funding programmes and provide advice to applicants.
- Maintain oversight of the entire charity grant funding portfolio.

Other duties

- Deputise for the director of grants and research as necessary.
- 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 programme and ensure that our grant applicants and holders receive excellent levels of 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 scientific discipline	E	A, I

Experience and knowledge

Track record of research/grants management experience, including peer-review and managing funding streams	E	A, I, T
Engaging with and supporting grant applicants	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
Supporting high level committees/boards	E	A, I,
Understanding of grant making in a medical charity	E	A, I
Experience in reviewing grant expenditure against awarded budgets	E	A, I
Awareness of the UK medical and research environment and understanding of the role of the AMRC	E	A, I
A broad understanding of fundraising in the charity sector	D	A, I
Understanding of charity sector and regulation	D	A, I
An understanding of the complexities of undertaking research within an NHS environment	D	A, I
Experience in fostering or managing partnership grant making opportunities	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, Power Point, Adobe Acrobat, Outlook and in particular Excel	E	A, I
Use of a grant management system	E	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

1. 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.
2. 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.
3. 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.
4. The Charity is committed to a policy of equal opportunities. A copy of our policy is available from the Personnel Department.
5. The Charity operates a no-smoking policy.
6. 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.
7. 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.
8. All appointments within Moorfields Eye Charity /National Health Service are subject to pre-employment health screening.
9. 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.