



**Job Title:** Research Grants Manager

**Starting Salary:** £38,000

**Contract Type:** Full time (35 hours per week), permanent

**Location:** Redwood House, Brotherswood Court, Almondsbury Business Park, Bristol, BS32 4QW  
(with Flexible Working offered)

**Reporting to:** Chief Executive

**Line reports:** n/a

**Liaison with:** Fundraising Manager, Charity Administrator, Marketing and Communications Manager, Trustees, Patron, Vice-Presidents, Ambassadors, Donors and Volunteers, external suppliers and Sight Research UK funded researchers

## About us

Sight Research UK has a single mission: to beat sight loss and blindness faster. We raise money to invest in world class research that is poised to find better solutions for people with sight-threatening disease – be it in diagnosis, prevention or treatment. Over the last 30 years, we have been able to invest over £18 million in research projects that are bringing scientists ever closer to answering some of the most fundamental questions about eye health and eye disease. Eye research in the UK is woefully underfunded and our goal is to increase our income generation significantly over the next 10 years in order to make an even bigger impact.

## Purpose of the job

We have a new full time, permanent vacancy for an enthusiastic research management professional to help us to deliver our strategic plans. The Research Grants Manager will join our small but motivated team. We need you to be responsible for developing and implementing all aspects of the research lifecycle, including grant applications and review, contracts, set up, and ongoing financial management of the award as well as impact reporting.

As Research Grants Manager you will manage Sight Research UK's grant programmes and processes, implementing the charity's research strategy, as well as leading the development and evaluation of our funding streams. You'll work closely with host institutions and researchers and build strong relationships with internal colleagues. You'll take an innovative and solution focused approach, drawing on knowledge and expertise of medical research funding, offering advice and support to colleagues in relation to grant and contract management and supporting grant holders and applicants with queries. As an integral member of our team, you'll play a pivotal role in helping to deliver our research strategy and shape the future direction of grant making at Sight Research UK.

## **Main responsibilities**

- Manage the charity's grant application processes, following the Association of Medical Research Charities (AMRC) principles of peer review and mandatory requirements.
- Respond to enquiries from grant applicants and grant holders and provide guidance to potential applicants regarding the eligibility of their organisation or funding proposal, or to provide first-line trouble-shooting assistance.
- Manage all grant funding and contractual processes, including organisation of grant round timelines, the advertising of grant rounds, organising and overseeing external experts' review, and creating and overseeing sign off of grant contracts.
- Work with the Charity Administrator and Chief Executive to oversee and deliver all aspects of the research grant financial processes.
- Assess applications for their eligibility for funding against set criteria, interpreting delivery plans and budgets in order to provide a recommendation for the relevant decision-making panel to consider.
- Oversee the management and payment of grant invoices and accurate financial record keeping for all new and existing grants. Develop a sound knowledge of grants provided by the charity and be the go-to person on this subject for the rest of the team.
- Set up and manage relationships with external reviewers (e.g., peer review, Research Advisory Board, Seed Panel), coordinating the decision-making process with internal and external colleagues, and evolving the existing research governance framework.
- Oversee the management of Sight Research UK's Research Subcommittee and two independent advisory groups – the Research Advisory Board and the Seed Panel. You will be responsible for overseeing all communication with these groups, coordinating meetings and necessary paperwork, collating minutes and delivering actions.
- Oversee the procurement and development of a grants management system from scratch, ensuring the system supports the required Sight Research UK grant application, review and budgetary processes. Act as a point of contact for queries from internal colleagues and research applicants using this system.
- Monitor outputs of research funded by the charity and use this information to promote the charity's work, improve the management and focus of the research programmes and identify and share any impacts resulting from funded research.
- Lead on grant funding best practice, including keeping up to date with policies.
- Work with the Chief Executive to establish processes for monitoring project budgets including supporting quarterly forecasting and tracking budget spend against projections.
- Ensure the scientific accuracy of internal and external publicity about our research programmes, for example in fundraising materials, newsletters, website content and press releases, and be the go-to point of knowledge for research stories and case studies.

- Support the Chief Executive Officer in raising the profile of the charity’s research programme externally, networking with researchers, clinicians and other key stakeholders, including supporters.
- Prepare the necessary updates for the quarterly report to the Board. This will include financial reports as well as up to date information on funded projects and current open grant rounds.
- Maintain ongoing relationships with award-holders, keeping track of reporting deadlines and working with them to communicate and promote their successes.
- Support the production and analysis of data from Researchfish in order to provide valuable impact reporting on grants.
- Be the main point of contact for the charity’s relationship with the AMRC, overseeing the annual data collection and managing the charity’s AMRC member audit.
- Manage the information provided on the website about the charity’s funding schemes, ensuring it is accurate and up-to-date.
- Consistent with the needs of a small team, undertake other duties as may be reasonably required to ensure the effective and efficient running of the charity.
- Proactively identify and support the development of recommendations for improvements to guidance, communications and processes and procedures, in response to feedback from the charity’s applicants, grant holders/other stakeholders and developments in the wider grant-giving sector.
- Be responsible for your own personal development, working with the support of the Chief Executive to maximise opportunities to acquire new knowledge and skills.

**Tasks common to all staff**

- Act as an ambassador for Sight Research UK at all times when liaising externally and internally.
- Record information as necessary and comply at all times with requirements for handling personal / sensitive data.

**Person Specification**

**Please provide evidence of your experience in each of the following:**

<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>		
Experience of managing grant-making processes in a medical research charity	<b>√</b>	
Experience of working in the charity sector.	<b>√</b>	
Experience of working in medical charities.		<b>√</b>
Experience of working with databases/spreadsheets and ability to review and analyse data.	<b>√</b>	
Experience in the financial management of the Charity’s research programme	<b>√</b>	



Experience of working with grant management systems		✓
Experience in communicating with a variety of audiences to build effective working relationships.	✓	
Experience of developing, monitoring and refining processes to support organisational strategic objectives	✓	

Knowledge and Skills		
Exceptional attention to detail and high standards across all aspects of project delivery.	✓	
Adept at communicating complex scientific concepts to a wide range of audiences.	✓	
Ability to manage a number of projects simultaneously and re-prioritise as needed to meet required deadlines.	✓	
Knowledge of research governance practice and the national and international research landscape	✓	
Exceptional project management skills and ability to drive forward projects from identifying objectives to execution.		✓
Excellent analytical and critical thinking skills. Skilled at analysing potentially complex results and statistics and presenting them in an accessible manner.	✓	
Ability to engage with a varied range of people from different backgrounds.	✓	
Effectively plan and manage budgets, reforecasting regularly on spend against target	✓	
Ability to spot new opportunities and follow up.		✓
Ability to work with initiative, think creatively and laterally.		✓
Attributes and Personal Characteristics		
Intrinsically motivated with a proven ability to meet objectives and work to deadlines.	✓	
Ability to work with wide range of people, (researchers, charity supporters, designers, video producers)	✓	
Ability to work independently and as part of a wider team	✓	
A curious mind keen to keep up to date with relevant new developments in the sector.	✓	
Ability to manage and adapt to changes in a growing organisation.	✓	



Capable of remaining calm under pressure while maintaining highest levels of accuracy.	✓	
An interest in medical research and a strong belief in the power of ongoing investment over time to provide better outcomes for patients.	✓	
Flexible approach to work and willingness to be accommodating over working hours when required.	✓	

#### **ADDITIONAL INFORMATION**

- This position has a 6 month probation period.
- 30 days paid annual leave plus public holidays.
- Up to 5% matching employer's contribution to the charity's workplace pension scheme (NEST).
- Flexible working considered following a successful probationary period.
- Free onsite parking at the Almondsbury site.

#### **HOW TO APPLY**

Closing date: Friday 26<sup>th</sup> January 2024

Invitations to interview: Tuesday 30<sup>th</sup> January 2024

First Round Interviews: Tuesday 6<sup>th</sup> February 2024

For informal inquiries about the role, please contact Charlotte Parkin by email at [charlotte.parkin@sightresearchuk.org](mailto:charlotte.parkin@sightresearchuk.org). If you would like to apply for the role, please send your CV and a covering letter by email to [hello@sightresearchuk.org](mailto:hello@sightresearchuk.org). We will not consider postal applications.