

Research programmes officer

Directorate

Research, support and influencing

Team

Research

Reporting manager

Research programmes manager

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The research, support and influencing directorate is responsible for delivering Breast Cancer Now's work, through our research, our award-winning services and our successful campaigning. It brings together our research portfolio, our support services (including our helpline), our team of nurses, our health and patient information, our public health, inclusion and awareness team, and our work on policy and influencing.

The directorate has a central role in making sure we achieve our vision, that by 2050, all those who develop breast cancer will live, and live well, and this cannot be achieved without the support and guidance of our partners, our supporters and those affected by breast cancer.

Thanks to the work of the directorate, we will provide support for those affected by breast cancer today and hope for the future.

The research team oversee our portfolio of long-term programmes (the Breast Cancer Now Toby Robins Research Centre, King's College London Research Unit, the Breast Cancer Now Biobank and the Generations Study) and ensure that our £14 million annual

research spend is invested in innovative and ground-breaking breast cancer research. The team manages the scientific reviews and renewals of our long-term programmes, our Science Strategy Committee and evaluates the success of the long-term programmes against our research strategy.

Job purpose

This is a diverse role and will offer scope to develop and lead specific projects that fulfil strategic ambitions of the research, support and influencing directorate.

- To provide support on research management issues, and to assist with the management of the long-term research programmes portfolio, including being responsible for delivery of scientific reviews and building relationships with our grant holders.
- To provide secretariat and governance support for the high-level scientific and advisory committees, including the Scientific Strategy Committee (SSC), which is responsible for making strategic recommendations to the board of trustees about Breast Cancer Now's research portfolio, and the Biobank Advisory Council (BAC).
- To develop and deliver ad hoc grant funding schemes, organise funding committees, and be the key contact with funding partners.
- To be the key point of contact between the research and research communication teams for the delivery of research tours and scientific events.

Key tasks and duties

Grant management

- You will be responsible for assisting with the management of a proportion of Breast Cancer Now's research portfolio, including but not limited to the following:
 - Toby Robins Research Centre
 - King's College London Research Unit
 - Generations Study
 - Breast Cancer Now Biobank
 - Commissioned grant funding schemes as required

Responsibilities will include:

- Being the first point of contact for the long-term programme grant holders, developing strong relationships with them and their host institutions.
- Working with other officers in the research team to respond to queries in a timely manner and delegate as required.
- Overseeing annual budget requests from our long-term grant holders and maintaining accurate records required for financial audits.
- Leading on the annual reviews of the long-term research programmes.
- Working with the research programmes manager to develop and deliver new funding streams as required to deliver Breast Cancer Now's strategy.

- Working with the senior research grants and evaluation manager to maintain and develop our grant data management processes and functionality within our Grants Management System (GMS).
- Supporting patient and public involvement in our work streams.
- Supporting the implementation of Breast Cancer Now's equity, diversity and inclusion in research action plan.
- Leading on the development of an environmental research strategy.

Research governance and committee management

You will be responsible for providing secretariat support to the SSC, BAC and other committees, such as those reviewing long-term programmes and site visits. This will include:

- Being the key contact for all governance and review committee members, with an emphasis on support for the patient representatives.
- Managing meeting logistics and writing agendas, papers and reports.
- Preparing and disseminating committee minutes that provide a clear record of discussions, decisions made and actions.
- Evaluating and recommending improvements and applying best practice to the committees' operations.
- Reviewing membership and expertise on all committees, and working closely with the chairs, associate director of research and the research programmes manager, on the recruitment of new members.
- Ensuring terms of reference, conflicts of interest and operational guidelines for the committees are in place and up to date.
- Leading on collating and providing regular updates to committee members, on our research and other charitable activities.
- Develop and implement an induction programme for new committee members, as required.

Researcher engagement and research events

- Provide support to the research communications team, and cover for all research engagement activities.
- Work with our fundraising teams to support the co-ordination of requests made of our funded scientists, for attendance at events, etc.
- Work with other members of the research, support and influencing directorate as appropriate, to promote collaboration and raising the profile of Breast Cancer Now through the planning, delivery and evaluation of events.

General responsibilities

- Deputise for the research programmes manager at internal and external meetings,

and provide cover for colleagues, when required.

- Maintain accurate records of team and project expenditure.
- Represent the research team across the organisation, to ensure that key teams are kept up to date with relevant research funding information, particularly the communications and fundraising teams.
- Ensure that those who provide their time, such as those who provide lay and scientific advice through committees or peer review, have a positive experience and feel valued.
- Lead on the update of the research information page on the Breast Cancer Now website.
- Develop and maintain a good level of scientific knowledge on breast cancer issues and research.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

| | Method of assessment | |
|----------------------------------------------------------------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Degree in a relevant scientific discipline or equivalent experience | x | |
| Experience of research grant management, including organising peer review | x | x |
| Experience of working independently, prioritising and coordinating multiple projects of significant complexity | x | x |

It's **desirable** for you to have the following:

| | Method of assessment | |
|----------------------------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Advanced postgraduate degree (PhD) in a relevant scientific discipline | x | |
| Experience of working with and supporting high-level scientific committees | x | |
| Experience of operating databases | x | |
| Experience of patient and public involvement in research | x | |

Skills and attributes

It's **essential** for you to have the following:

| | Method of assessment | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Excellent interpersonal skills and the ability to proactively develop effective working relationships with Breast Cancer Now staff and external stakeholders | | x |
| Excellent verbal and written communication skills | x | x |
| Ability to work flexibly and be prepared to travel (the job requires occasional UK travel to funded institutions and conferences, sometimes with overnight stays) | | x |
| Commitment to voluntary sector values and methods | | x |

It's **desirable** for you to have the following:

| | Method of assessment | |
|----------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Ability to absorb and interpret new information quickly, | | x |

| | | |
|---------------------------------------------------------------------------|--|---|
| and excellent attention to detail | | |
| Show an innovative approach, and able to implement new ideas and projects | | x |

Knowledge

It's **essential** for you to have the following:

| | Method of assessment | |
|-------------------------------------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Knowledge of scientific research principles and the UK research funding environment | x | |
| Knowledge of the processes for quality peer review of research | x | x |

It's **desirable** for you to have the following:

| | Method of assessment | |
|--------------------------------------------------------|----------------------|-----------|
| | Shortlist | Interview |
| Understanding of research outputs, outcomes and impact | x | |

Role information

Key internal working relationships

You'll work closely with the following:

- Research, support and influencing directorate
- Research communications team
- Fundraising teams

Key external working relationships

You'll work closely with the following:

- Scientific trustees
- Patient representatives
- Scientists and clinicians
- Grant holders and team leaders
- Host institution contacts, particularly at the Institute of Cancer Research, King's College London and Barts Cancer Institute
- Partnership organisations

General information

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|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Role location and our hybrid working model | This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday) |
| Hours of work | 35 per week, Monday to Friday |
| Contract type | Permanent |
| Medical research | We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives. |
| Conflict of interests | You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken. |

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|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Immigration, Asylum and Nationality Act 2006 | You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK. |
| Our commitment to equity, diversity and inclusion | We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support. |

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated February 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity