

Post:	Grants & Programmes Executive
Location:	St Pauls, Central London (hybrid working arrangements will be considered with a minimum of 2 days per week required in the London office)
Reporting to:	Director of Research & Operations
Working Hours:	37.5 per week (p/t may be considered)
Annual leave:	20 days per annum, plus public holidays
Salary:	c. £28k-£32k (TBC)
Contract:	Permanent

ABOUT THE UROLOGY FOUNDATION

The Urology Foundation (TUF) is the UK's only charity representing all urological diseases including prostate, bladder and kidney cancers and other non-malignant conditions. We are committed to saving lives and ending the suffering of people with a urology condition through ground-breaking research, training and education. The money we raise is invested directly into research to find better treatments and cures, and in training for urology professionals to care for and help people affected by urology conditions. Working with researchers, urology and health care professionals we are improving the nation's urology care.

The purpose of the role

The post holder will be key to the charity's remit. They will provide support for the growing programmes and grants portfolio and work closely with the Director of Research & Operations. They will help manage the efficient running of the grants programme and provide administrative support to the Director of Research & Operations, as well as TUF's Scientific & Education Committee (SEC) members and Reviewers. The post holder will also be expected to develop relationship with key stakeholders in urology, to ensure that TUF's programme of research grants, training and education support the needs of the profession and that the views and needs of patients are taken into account. In addition, the post holder will help ensure that the impact of TUF's grants are communicated to relevant audiences and stakeholders, and that the website is updated with information about TUF's programme and grants.

Role profile

This varied and interesting role is important to the remit of the charity and will offer personal and career development opportunities. It will suit an individual with an interest in science, research and / or urology and who will be prepared to make a significant contribution to the success of the charity and the work that we do.

Excellent time management skills and a meticulous attention to detail are key to the role.

They will work efficiently and accurately on a range of tasks, manage competing priorities across a variety of functions and will be happy to work as part of a small but busy team. They will have experience of key IT packages (ie word, excel, ppt etc.) and be able and willing to learn others with which they may not immediately be familiar. They will possess excellent communication skills, both written and oral.



Grants Administration

- Ensure TUF's grant application processes and criteria are up to date and clearly visible on TUF website.
- Prepare and monitor the annual calendar of grant rounds ensuring grant rounds are advertised and promoted in a timely fashion, closing dates are confirmed and any new or exceptional grant rounds are included as required.
- Ensure that application and review processes are robust and transparent and follow Association of Medical Research Charities (AMRC) guidance.
- Work with TUF's communications and admin functions to ensure all grants and programmes are effectively publicised to relevant parties using all necessary print and online media.
- Collate and sort applications to the various programme streams and prepare them for circulation to various committees/panels for assessment.
- Liaise with applicants, including responding to queries, drafting award or rejection letters.
- Monitor the new grants once awarded, along with TUF's existing portfolio of grants, and maintain accurate and up to date financial and progress data on grants.
- Ensure relevant information about grant holders and grants are noted on e-tap database and TUF's Grants Management System.

Research / programme outputs

- Assist the Director of Research & Operations by keeping a log of research reports, so that outputs can be more easily searched according to topics.
- Assist the Director of Research & Operations by collating information and data for inclusion in an annual review of grants awarded.
- Provide information about projects for inclusion in TUF communications, newsletter and on website.
- Provide information about projects for use in fundraising bids.
- Assist the Director of Research & Operations in preparing reports to TUF Board of Trustees and TUF SEC on progress of grants and awards.
- Update TUF website with information on grant awardees, reports and outputs, etc

Stakeholder liaison

- Provide administrative support to the SEC and Reviewers as necessary; arranging meetings, preparing papers and drafting minutes.
- Act as a key external point of contact for TUF's grants schemes, such as by providing advice to applicants and awardees.
- Ensure grantees' contact details are kept up to date on TUF's database.
- Attend meetings and conferences of urology professionals and nurses, including regional meetings, as necessary to highlight TUF's role and programmes.
- Support the Chief Executive and the Director or Research & Operations in the development of the Patient & Public Initiative (PPI) programme and in PPI activities for research.
- Research and report on initiatives being undertaken by other relevant charities, with a view to exploring areas of possible collaboration.

Additional Duties

- Have a strong working knowledge of the charity's vision, purpose and impact.
- Contribute to the delivery of the charity's overall aims and objectives.
- Abide by organisational policies and practices.
- Be aware of General Data Protection Regulations (GDPR) and to uphold them.
- Attend training courses and sessions as agreed.



- Working in a developing environment, you will be required to undertake other appropriate duties as necessary for the efficient operation of the charity.

Person Specification

- Minimum 2 years of relevant experience, preferably within a research charity background
- First class organisational skills
- Excellent attention to detail
- Excellent interpersonal skills and flexibility - a team player
- Exceptional written and oral communication skills
- Engaging and cheerful interpersonal style
- Ability to act on own initiative
- Resourceful and self-motivated
- IT literate - knowledge of MS Word, Excel, PowerPoint
- Knowledge of Raisers Edge/ETapestry or similar database including management and reporting
- Numerate and confident with spreadsheets and budgets
- Flexible, with willingness to travel.

Remuneration Package

Salary:	c. £28k-£32k (TBC)
Location:	St Pauls, Central London (hybrid working arrangements will be considered with a minimum of 2 days per week required in the London office)
Working Hours:	37.5 hours per week. The hours of work per week are 9.00am-5.00pm. Evening, weekend or bank holiday work may be required on occasion.
Annual leave:	20 days per annum, plus public holidays
Pension:	The charity offers a stakeholder pension arrangement for individual staff members
References:	Subject to references satisfactory to the charity
Notice:	The post is subject to a 3 month notice period after the probation period
Probation period:	Employment is subject to a 6 month probation period, during which the notice period is one week
Training:	The charity is committed to the training and ongoing development of its staff
Equal Opportunities:	The charity is an equal opportunities employer

