



Job Title:	Research Officer
Location:	National Office, Great Suffolk Street, London SE1 0BU (with flexibility for home working)
Responsible to:	Director of Research & Innovation
Direct reports:	none
Salary:	£26,000 - £29,000

Main purpose of role:

To administer the Charity's research grants programmes, including maintaining the stringent peer review selection process for all new grant applications. The Research Officer plays an important role in working to ensure the Charity meets its strategic aims and supports novel, high quality research to find effective treatments for individuals with muscle-wasting conditions. The Research Officer will also assist the Director of Research and Innovation with the dissemination of findings from the research to key stakeholders (internal and external).

Main Tasks and Responsibilities:

1. Research grants programmes

- To support the Director of Research in implementing Muscular Dystrophy UK's research strategy
- To ensure that research projects funded by the Charity are effectively managed and monitored
- Administer the peer review process, which is part of the Charity's selection process for new grant applications and is run according to the high standards set by the Association of Medical Research Charities
- Responsible for maintaining accurate data on the online grants database (including finance data and other data relevant to the research grants) and managing research-related data on our supporter database, Raiser's Edge
- Be responsible for maintaining the database of potential reviewers and identifying suitable peer reviewers for grant applications using online bibliographic searches
- Provide support for the Medical Research Committee and the Lay Research Panel, being a point of contact for information and queries as well as facilitating meetings and ensuring the necessary documentation is supplied for them
- Provide support for the Director of Research and Innovation in monitoring research projects funded by the Charity and ensuring the goals of the Research Strategy are being met
- Assist with the implementation and use of Researchfish for monitoring the long-term outcomes and impact of research grants and measuring the impact of the Charity's investment into research
- To assist the Director of Research and Innovation develop systems and application procedures for grant programmes where needed

- Assist with the development and implementation of systems for existing and new funding initiatives of the Charity
- Work with the Research Team to organise laboratory visits and open days for supporters

2. Communications

- Promote the research funded by the Charity by working closely with the Director of Research and Innovation and communications team
- As a member of the Research Team be a point of contact for internal queries within the Charity
- Responsible for the provision of information in response to enquiries to the MDUK Research Line. This service communicates preclinical and clinical research news related to neuromuscular conditions, and supports individuals and families to better understand research and make informed decisions relating to clinical trial participation.
- Keep updated with scientific advances in the field of muscle-wasting conditions in order to answer internal and external queries and also to signpost to colleagues when appropriate
- Engage with fundraisers to assist in securing funds and providing timely progress reports where required
- Participate in initiatives to raise awareness of muscular dystrophy and related neuromuscular conditions by working with the communications team and providing information when required
- Act as a representative for the Charity, providing a point of contact for researchers, supporters and others (including the general public), dealing with enquiries efficiently professionally
- Assist with the maintenance of the research web pages where needed
- Provide support for other staff members organising meetings and conferences to further the Charity's aims from time to time

3. Supporting Partnerships

- Provide assistance to the Director of Research and Innovation for the development and growth of partnerships and other co-funding initiatives, including compiling reports on the progress and financial status of projects, ensuring the necessary paperwork is available for meetings and providing other administrative support as required

4. Finance

- Responsible for processing invoices on a monthly basis with the Director of Research and Innovation
- Assist the Director of Research and Innovation and the Finance team, where required, with reconciling grant awards and payments
- To work with the Director of Research, as required, for significant or complex grant changes or queries
- Provide additional financial support as required

PERSON SPECIFICATION

Job Title - Research Officer

1 Education and qualifications	
• BSc in Life Sciences or similar	Essential
• PhD in Life Sciences or similar	Essential
2 Experience	
• Experience in Biological research	Desirable
• Experience in grants administration	Essential
• Experience of using online databases	Desirable
• Experience of developing online databases	Desirable
• Experience of using Raiser's Edge	Desirable
3 Personal qualities and knowledge	
• Have a commitment to Muscular Dystrophy UK's Equal Opportunities policy and vision and values.	Essential
• Planning - The ability to develop and implement clear and robust plans for self and to prioritise workload. Work with a flexible attitude, particularly to new initiatives.	Essential
• Organisational skills - The ability to project manage with efficiency and care. Capable of managing own time and tasks effectively in a results-orientated, systematic approach	Essential
• Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve the required goals	Essential
• Team work - The ability to work as part of a team, while taking ownership of own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve the required goals.	Essential
• Self-Development - The ability to constantly challenge and improve self and others, demonstrating ambition for self and Charity to achieve goals.	Essential
• Volunteers and supporters - The ability to engage with volunteers and supporters (including members of Committees and Panels) effectively and with diplomacy, to deliver business goals.	Essential
• IT literacy- Competence with Microsoft Office, and Raisers Edge preferable.	Essential
• Strong analytical and numerical skills	Essential
4 Details	
Hours – 35 hour per week. There may be some occasional evening and weekend activities.	
Holidays – 25 days	