



# **THE ROYAL MARSDEN CANCER CHARITY**

## **Job description**

### **Grants & SPF Executive**

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| <b>Job title</b>     | <b>Grants &amp; SPF Executive</b>  |
| <b>Salary</b>        | <b>Competitive</b>   |
| <b>Hours of work</b> | <b>37.5</b>  |
| <b>Team</b>          | <b>Grants</b>  |
| <b>Reporting to:</b> | <b>Grants and SPF Manager</b>  |
| <b>Location</b>      | <b>Chelsea (with some visits to Sutton)</b>  |
| <b>Liaises with:</b> | <b>The Charity's Finance, Fundraising, Data teams, and the Marketing &amp; Communications team, the Trust Finance &amp; HR Departments, and other relevant stakeholders at the Hospital.</b> |

## **1. Job Purpose**

The Royal Marsden Cancer Charity raises money solely to support The Royal Marsden, a world-leading cancer centre. We ensure our nurses, doctors and research teams can provide the very best care and develop life-saving treatments, which are used across the UK and around the world.

From funding state-of-the-art equipment and ground-breaking research, to creating the very best patient environments, we will never stop looking for ways to improve the lives of people affected by cancer.

The Royal Marsden Cancer Charity has a three-year strategy that aims to significantly grow our income. Along with funding an existing world-class programme of research, treatment and care, we have also launched a £70 million capital appeal to build the Oak Cancer Centre that will provide radical new solutions for the research and treatment of cancer.

We are looking to appoint an enthusiastic individual preferably with some experience of grants or funds administration to help manage the day-to-day and long-term processes of the grants team. With excellent interpersonal and communication skills, the post holder will be highly organised with a strong attention to detail. They will work within a growing and dynamic Grants Team to support the Charity's grants programme as well as dealing with matters relating to our Special Purpose Funds. The role would suit someone who is passionate about the work of the Royal Marsden, and understands the importance of effective management of donations as we strive to meet the wishes of our valued donors.

The Grants & SPF Executive will work with, and report to, the Grants & SPF Manager. They will also work closely with the Charity Finance team, where necessary, and be asked to undertake additional tasks as requested by the Head of Grants.

## 2. Key areas of responsibility

### Grants Programme

- Prepare grant-related paperwork including the Grant Award letter and Terms of the Grant
- Work with the relevant individuals at the hospital, providing administrative support to the Grants and SPF Manager on specific grants such as the Innovation Den and recruitment for Pre-doctoral Fellowships, where appropriate
- Support the Grants & SPF Manager, where necessary, to facilitate the continual, timely and accurate dissemination of grant information to the relevant fundraising and marketing/comms teams via the Grant Information Tracker.

### Special Purpose Funds (SPFs)

- Project manage the team project to conduct an inventory of all SPFs. Ensure effective administration of SPFs, making sure that Fund Holder details are accurate and up-to-date and Terms of Reference are in place.
- Maintain an up-to-date record of all special purpose funds that is accurate and accessible for fundraising teams.
- Work with the fundraising teams to help identify suitable SPFs for specific, restricted donations, and assist with identifying appropriate projects for the donor(s) to support.
- Lead on a joint project with the Stewardship & Communications Executive to develop a reporting framework. This will enable the charity to report to donors on the research funded via our SPFs.

### Finance related duties

- Support the Charity Finance team to ensure details of SPF claims/reimbursements are accurate and in-line with SPF Terms of Reference; escalate to the Grants & SPF Manager, where necessary.
- Generate reports from the finance system relating to grants and SPF payments/expenditure
- Undertake any other finance-related administrative tasks.

### Grants Management System

- Lead on the administration and maintenance of the new Grants Management system once it is in place.

### General

- To undertake any other appropriate tasks as delegated by the Grants & SPF Manager, Head of Grants or Head of Finance
- Where necessary, liaise with relevant teams to foresee and prevent any administrative problems that might arise
- Support the Grants and SPF Manager and Head of Grants during the year-end audit period.

### 3. Confidentiality and Data Protection

- 3.1 All employees of The Royal Marsden Cancer Charity must not, without prior permission, disclose any information regarding patients or staff (please also see the Charity's policy on Whistleblowing). In instances where it is known that a member of staff has communicated information to unauthorised persons, those staff will be liable to dismissal.
- 3.2 All employees should comply with the Data Protection Act and the General Data Protection Regulation (GDPR) which comes in to effect from May 2018 and sets out requirements for how organisations will need to handle personal data.

### 4. Health and Safety

- 4.1 All staff are required to make positive efforts to maintain their own personal safety and that of others by taking reasonable care, carrying out requirements of the law whilst following recognised codes of practice and the charities policies on health and safety.

### 5. Customer Service Excellence

- 5.1 All staff are required to support the Charity's commitment to developing and delivering excellent customer-focused service by treating patients, their families, donors, supporters, volunteers and staff with professionalism, respect and dignity.

### 6. Equality and Diversity Policy

- 6.1 The Royal Marsden Cancer Charity is committed to eliminating all forms of discrimination on the grounds of age, disability, gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex and sexual orientation.

### 7. No Smoking Policy

- 7.1 There is a no smoking policy at The Royal Marsden Cancer Charity.

### 8. Review of this Job description

- 8.1 This job description is intended as an outline of the general areas of activity. It will be amended in the light of the changing needs of the organisation.

### 9. Employee Specification

| Candidates must be able to demonstrate                        | Essential or Desirable | Assessed by                  |
|---|------------------------|------------------------------|
| <b>Education / Qualifications</b>                             |                        |                              |
| Degree or equivalent, preferably in a Science-related subject | E                      | CV & Cover Letter            |
| <b>Skills and Abilities</b>                                   |                        |                              |
| High level of spoken and written English                      | E                      | CV, Cover Letter & Interview |
| Exceptional IT skills particularly in MS Word and MS Excel    | E                      | CV, Cover Letter & Interview |

Job description:

|   |   |                              |
|---|---|------------------------------|
| Confident at handling datasets of complex information   | E | Interview                    |
| Ability to work successfully on a range of different tasks at any one time  | E | Interview                    |
| Ability to work well as part of a small team and within a busy office   | E | Interview                    |
| Ability to deal calmly and confidently with enquires from all professional groups                                       | E | Interview                    |
| Enthusiasm and drive to evolve and grow this new role, to maximise its effectiveness                                    | E | Interview                    |
| <b>Experience</b>   |   |                              |
| Understanding of Charity Commission regulations   | D | Interview                    |
| Understanding of NHS R&D funding policy and system  | D | Interview                    |
| Experience in administration in the public or voluntary sector OR experience of managing grant giving schemes           | E | Interview                    |
| Experience within a NHS Charity or academic sector  | D | Interview                    |
| Experience of dealing with staff from a range of backgrounds and levels   | E | Interview                    |
| Experience of successfully working with little supervision, using own initiative  | E | Interview                    |
| Experience in working with Finance Systems such as Access Financials, and Grants Management systems such as Flexi Grant | D | CV, Cover Letter & Interview |

The above attributes have been identified by management to be necessary for this post, and will be used when short listing applicants for interview.