



Job Title	Senior Grants Executive
Directorate	Corporate Services & Grants
Accountable to	Head of Grants
Responsible for	Senior Grants Manager

About Us

The Royal Marsden Cancer Charity raises money to improve the lives of people affected by cancer. 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.

We are a very ambitious organisation which has gone through transformational growth over the past five years. Alongside funding an existing programme of world-leading research, treatment and care, the Charity completed its largest capital appeal to date, successfully raising £70 million to build the Oak Cancer Centre at the hospital's Sutton site, which opened in summer 2023.

We have exceeded our fundraising targets, over the past three years, raising over £90m against a target of £83m and making over £82m in funding available to The Royal Marsden. However, with one in two of us expected to develop some form of cancer, it is essential that we go even further in our fundraising efforts to support the essential work of The Royal Marsden. Therefore, we have recently launched our most ambitious strategy yet, that will see us raising at least £215m over the 5-year period.

The Charity is committed to raising £150 million, through a major fundraising appeal, for a new major development project in Chelsea, which launched in 2024/25. There is also an extensive portfolio of engaging projects outside of the capital appeals, that help to support all aspects of the hospital's work to improve the lives of cancer patients.

Our Values

We know that to succeed it is critical to work collaboratively, with a set of shared behaviours that guide and govern how we work every day. In consultation with our staff, we have defined five Values which we believe are central to who we are and how we work and we are committed to living them daily.

We are:

Respectful

We believe in a safe, supportive workplace, seek the expertise and contribution of others and are mindful of the needs of our supporters and stakeholders.

Kind

We are caring, responsive, considerate, and generous with our time.

Ambitious

We have high aspirations and are enterprising in our approach.

Purposeful

We make informed decisions which support our agreed priorities, showing desire and determination to achieve our goals to make a tangible difference.

Versatile

We explore alternative solutions and respond positively to new opportunities to maximise our impact.

The Grants & SPF Team

Our team is central to achieving the Charity's objectives and manages all funding awarded to the hospital, including all Grants and Special Purpose Funds (SPFs). In December 2024, RMCC Trustees approved the 2025-2028 Grants Strategy which proposed that £33m is made available to the hospital, over the 3-year strategic period, to support what is of greatest strategic need to the hospital. Examples of current funding, via our grants programme, include the Research Grant which supports areas such as Early Diagnosis & Detection, Immunotherapeutics and Early Phase Drug Development, and our Treatment and Care Grant through which we support services such as Patient Psychological Support, Complimentary Therapies, and a specialised Palliative Care programme. We also hold and manage over 150 SPFs which restrict funding to specific areas of research, patient services and staff benefit.

The Grants Team are currently working to procure and implement a new Grants Management System to replacing our current system. This new system will help support administration of all our funded work. We have recruited a Project Lead to manage this project, but everyone in the team will be required to input on this vital cross-charity project from time-to-time.

Job Purpose

This role is varied to reflect the needs and breadth of the Grants Team; we support Trust staff to manage awards from the Charity as well as support fundraising and marketing teams by providing information on funded work.

This role supports on the post-award administration of all new grants as well as the day-to-day activities and long-term processes of the RMCC Grants Team. With excellent interpersonal and communication skills, the post holder needs to be a reliable point of contact for the Trust and the Charity on all grant-related work.

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.

Working Relationships

The Senior Grants Executive will work closely with, and report to, the Senior Grants Manager and may be asked to undertake additional tasks as requested by the Head of Grants.

The Senior Grants Executive will work with Grant Leads in the hospital to agree impact metrics and ensure they deliver high quality impact reports on time. The post holder will also provide additional administrative support to Grant Leads for projects open to applications e.g. fellowships and Quality Improvement (QI) Den projects.

The Senior Grants Executive will support fundraising teams by answering or escalating queries from the Grants inbox as well as assisting them to find appropriate grant funded work for donors to support.

Key Areas of Responsibility

1.1. Grants Programme

- Ensure effective administration of grants throughout the grant cycle; from award through to closure. This includes preparation of award letters, ensuring any changes to grants are recorded and relevant stakeholders are notified.
- Lead on the administration of grant-funded projects such as the Pre-doctoral Fellowships. This includes organising the interviews, draft and send award letters, maintain contact with project leads, ensure projects are on track and report on their impact. Provide support as needed on other Trust-led RMCC funded projects such as the QI Den.
- Support the Senior Grants Manager to set impact metrics for all grants and gather the necessary information for the quarterly grants impact reports.
- Support the Senior Grants 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 Management System.

1.2. Grants Management System

- To participate in the development and implementation of the new system and support the Project Lead where necessary up to and including 'go live'.
- Lead on the day-to-day management of the current Grants Management System including data entry, reports, data maintenance etc.

1.3. Fundraising support

- Ensure that information on grant-funded projects is kept up-to-date and accessible for fundraising teams, for donor stewardship purposes, via the current Grants Management System 'Grant Tracker' and Sharepoint.
- Support fundraisers by highlighting funding opportunities that are of interest to donors and restrict donations as appropriate.
- Support fundraising teams by gathering information on grant-funded projects for donor proposals, event materials and reports etc.

1.4. MarComms support

- Work closely with the Marketing/ Comms/ Digital teams to raise the profile of Charity funded projects, as well as highlight key stories for external communications.
- Improve information sharing between Grant and Marketing/ Comms/ Digital teams to ensure the Charity is properly recognised for funded work.

1.5. General

- Monitor the Grants Team email inbox and respond/escalate all grants-related enquiries from Charity and hospital staff.
- Undertake any other appropriate tasks as delegated by the Senior Grants Manager or Head of Grants.
- Where necessary, liaise with relevant teams to foresee and prevent any administrative problems that might arise.

This job description is intended as an outline of the general areas of activity within the job role. It will be amended from time to time in the light of the changing needs of the organisation.

Person Specification

Candidates must be able to demonstrate	Essential (E) or Desirable (D)
Experience and knowledge	
Extensive experience in administration, preferably within the public or voluntary sector.	E
Experience within an NHS, Charity or academic sector	D
Experience of working on projects with others	E
Experience of successfully working with little supervision, using own initiative	E
Experience in working with Finance and/or Grants Management Systems from data entry and maintenance to report generation	D
Proven experience of delivering work to a high standard whilst dealing with competing priorities	E
Key competencies	
High level of spoken and written English	E
High competency with Microsoft programmes, particularly SharePoint, Word and Excel	E
Excellent communication skills, able to share information clearly, in a range of forms with a range of audiences, including developing reports and drafting letters	E
Ability to work successfully on a range of different tasks at any one time	E
Ability to work well as part of a small team	E
Ability to take minutes in meetings	E
Excellent interpersonal skills with the ability to influence others	E
Ability to understand complicated technical information, using the internet and other resources to enhance understanding	E

The above criteria are necessary for this post and will be used when shortlisting applicants for interview and throughout the recruitment and selection process.

Conditions of Service

Salary	£35,000 - £38,000 per annum
Contract Type	Fixed Term, approx. 12-14 months
Hours of Work	37.5 per week
Location	Hybrid working, with a mix of office and home working, based at either our Chelsea or Sutton sites, with occasional working from the other site.
Benefits	<p>27 days annual leave allowances, contributory pension scheme, life insurance, enhanced maternity and adoption pay, employee assistance programme, subsidised canteens, flexible working and more.</p> <p>Refer to our summary of benefits information attached, and on our website for further details.</p>

Diversity and inclusion

The Royal Marsden Cancer Charity believes in treating people fairly with respect and dignity, and in valuing diversity. We believe that a diverse workforce allows us to deliver on our mission to ensure our nurses, doctors, researchers and supporting staff can provide the very best care and develop life-saving treatments for cancer patients.

We believe everyone has the right to live their life without fear and prejudice and contribute to society in a way which is authentic to them.

It is this core belief that underscores our commitment to providing equal opportunities for all staff and volunteers at the Charity. Our aim is to foster a supportive culture which values the contribution of each member of the team regardless of their age, sex, gender reassignment, sexual orientation, marriage or civil partnership, pregnancy and maternity, disability, nationality, race, religion or belief.

Ultimately, our aim is to create a workforce which is representative of the people we exist to support, whilst contributing to the creation of a more equitable, diverse and inclusive charitable sector.

Summary of Benefits

Work Environment

- Bright modern office in Chelsea, a short walk from South Kensington station.
- Our Sutton office is based in the heart of the hospital, alongside staff and patients. A shuttle service to and from Sutton station is provided in the morning and at the end of the day.
- On-site subsidised canteens.

Pay and Pension

- Competitive salaries benchmarked against the market with annual increases.
- Auto- enrolment in our Aviva pension scheme from day one.
- Up to 6% employer contributions subject to matched contribution from you (increasing with length of service).

Work-Life Balance

- Enhanced occupational maternity and adoption leave and pay.
- Flexible working options to support those with caring responsibilities

Holidays and Time Off

- 27 days annual leave per annum plus UK bank holidays (pro rata for part time staff)
- Entitlement rising to 29 days (pro rata for part time staff) after five years' service.
- Opportunity to carry over 5 days (pro rata for part time staff) into following annual leave year.

Health and Wellbeing

- Self-referral to a confidential counselling service for work related or personal reasons.
- Access to an employee assistance programme designed to save you money and improve your physical, financial, and mental health and wellbeing.
- Free sight test every two years and contribution towards any glasses required for work purposes.
- Generous paid sick leave based on service.
- For members of our pension scheme, we offer life insurance of twice your annual salary subject to the rules of the scheme.

Flexible Working

- Hybrid working for most roles which allows you to work from the office 40% of your time and from home for 60% of your time each month.
- Flexible working hours for most roles which allows flexibility outside of our core hours of 10am to 4pm.
- Provision of laptop to work from home.