

Role Profile

Details	
Job Title:	Research Grants Manager – Funding rounds
Job Grade:	Manager
Reports to:	Head of Research and Clinical Trials
Based in:	Harrogate, North Yorkshire
Hours:	Full or part-time hours considered (minimum 21 hours based on a 37-hour week)
Overall purpose of the role	
Yorkshire Cancer Research is the largest funder of cancer research in the region, with a research and services portfolio of over £75 million and plans to grow this substantially over the next 10 years. We want to bring the latest innovations in cancer to the people of Yorkshire and will be developing new funding opportunities to underpin research capacity and broaden our portfolio, in line with our research strategy. To deliver this exciting strategy the team at Yorkshire Cancer Research is growing rapidly, creating a dynamic culture with opportunities to have a real impact on the cancer landscape in Yorkshire. The postholder will manage staff within the research funding team, and plan and deliver our research funding rounds. This will include developing new funding opportunities to support the evolving research strategy which aims to deliver high quality research, build research capacity, address cancer related health inequalities and ensure that all our work is shaped by people, for the direct benefit of the people of Yorkshire. The postholder will support the delivery of our research strategy through leading the implementation of new funding initiatives in key areas which may include cancer prevention, diagnosis, screening, treatment, capacity building, and health inequalities. The role includes engaging with researchers, managing a team, planning funding rounds, developing associated guidance and data collection and managing the expert review process. This is a great opportunity to work with leading researchers and a friendly in-house team to improve cancer outcomes for people in Yorkshire and beyond.	
Key responsibilities	
Research funding and governance • Lead the development and delivery of funding rounds, including planning timelines, documentation, and communications. • Manage the end-to-end funding round process, including application submission, eligibility checks, assessment criteria, external peer review, and final award decisions. • Publicise, launch and manage funding round calls and provide advice and guidance to potential applicants. • Ensure the expert review process is robust, transparent and in accordance with best practice principles detailed by the AMRC. • Liaise with applicants regarding any application queries and communicate the outcomes.	

- Prepare proposals for the Board of Trustees relating to funding round outcomes.
- Recommend decisions to the Head of Research and Clinical Trials in regard to awards to be funded including any queries arising from the review and conditions of award offers.
- Ensure compliance with all relevant data protection regulations in terms of our protection of personal data and document retention for the funding rounds and all Research Awards in line with existing charity policies and procedures and UK legislation.
- Maintain and support the Research Advisory Panel (RAP), including effective engagement, coordinating review activities, actively recruiting, inducting and training members to ensure sufficient numbers and to reflect current funding priorities.
- Ensure smooth handover of new Awards to the Post Award Research Manager.

Research strategy development and implementation

- Work with the Head of Research and Clinical Trials in designing and implementing new and bespoke funding streams to support delivery of the strategy.
- With the Head of Research and Clinical Trials and the wider Research Funding Team, set the Research Funding Team objectives and budgets ensuring they underpin the delivery of the organisational strategy.
- Maintain awareness of the external research environment, including working with the UKNSC (and RMG) , AMRC and relevant funding organisations such as the NIHR and other health charities.
- Ensuring funding round information and any associated processes for example, how applications are assessed or prioritised are consistent with the Research strategy.
- Working closely with Stakeholder members of the RAP to ensure activity within the team is shaped by people.
- Working closely with the Cancer Insights team in developing new funding initiatives, compiling cancer statistics and information for funding rounds to support development of new initiatives, the review process and assessment of impact.

Team collaboration, management and development

- Coach and develop the Research Funding Team, whilst role modelling the values of the charity.
- Work closely with the Post Award Research Manager, providing support and cover when needed.
- Work in collaboration with other directorates to provide research funding information to allow us to communicate our work to our beneficiaries, donors, researchers, policy makers and supporters.
- Deputise for the Head of Clinical Trials and Research on research award issues as and when required.

Other duties

Undertake other duties relevant to the purpose of the role as requested by the Head of Research and Clinical Trials.

Qualifications

- A Post Graduate Qualification in a relevant subject or a degree in a relevant subject area with demonstrable experience in a charity, research or health environment, at a similar level.
- Demonstrable evidence of continuing professional development.

Knowledge and experience

- In depth understanding and experience in delivering health related research funding rounds including peer review processes.
- In depth knowledge of AMRC best practice guidance and implementation within funding rounds.
- Experience of developing and maintaining strong relationships with a broad range of external stakeholders including senior academics, medical consultants, public health experts and members of the public.
- Proven track record of managing, motivating and developing a team.
- An understanding of the health research environment and funding landscape.
- An awareness of UK research governance and issues affecting the research environment, including clinical research and the voluntary sector.
- Experience of implementing new systems or processes.
- Experience of working with Flexi-grant or similar grants database is desirable.
- Experience of managing budgets and analysing expenditure of grant awards is desirable.
- Experience of Patient and Public Involvement in relation to health research funding is desirable.
- An understanding of the implementation of research findings into health services and public health is desirable.

Skills and abilities

- Excellent communication, networking and interpersonal skills with an ability to engage with a wide range of internal and external stakeholders.
- Experienced user of PubMed and other research literature databases.
- Good project management skills including budget control.
- Excellent organisational skills, including the ability to prioritise workload to meet deadlines and coordinate multiple complex projects.
- Able to develop reports and present complex information to a range of stakeholders.
- Able to research the background to research proposals to make informed decisions.
- Able to work autonomously and as part of a team.
- Ability to lead a team through change and manage that change effectively.
- Able to set and achieve ambitious targets for self and team.
- Excellent attention to detail.
- Strong IT skills including MS Office (Word, Excel, Outlook, PowerPoint, Access) and experience in using databases.

Other requirements

- Full UK driving licence and ability to travel across Yorkshire region.
- A willingness to complete our pre-employment checks (to be undertaken once the role is offered and accepted) which include:
 - A check on your employment history by seeking two references
 - A check on your eligibility to work in the UK as per the Immigration, Asylum and Nationality Act 2006
 - A check on your highest educational achievement(s)
 - A DBS check at the level relevant to your role.
- Satisfactory completion of a pre-employment health assessment. If needed, you will also be required to undergo a medical assessment (at the charity's expense) by a medical practitioner of the charity's choosing.

DBS Check Level

- This role requires a DBS check at basic level.

Values and Behaviours

- Passionate about the values of Yorkshire Cancer Research (see 'Our Values' below).

- Safeguarding is the responsibility of all employees who must remain aware and vigilant to potential safeguarding breaches and always report any suspicions or incidents following our internal reporting guidelines which will be shared during induction.
- Yorkshire Cancer Research operates a strict 'no smoking' policy throughout our premises, car parks and vehicles. Staff must not smoke whilst wearing charity branded clothing or whilst on duty. If the post holder chooses to, the charity will help and support them to stop completely or temporarily abstain from smoking during their working hours.

Our Values & Behaviours

Our Values



Our Behaviours

	Behaviours
Here for Yorkshire	The needs of people in Yorkshire come first Yorkshire Cancer Research exists to prevent diagnose and treat cancer in Yorkshire. The needs and interests of people in Yorkshire are at the forefront of what we do, how we think and how we act. People are the heart of everything we do When we develop new plans, projects and activities, we actively seek patient, supporter and/or customer input to inform our approach and decision-making.
United by the Cause	United by the need <i>to Give Yorkshire More Life to Live</i>

	We are transparent and open in what we do and what we say, uniting to support one another in achieving our shared goals. We collaborate with each other and other organisations We work to build relationships based on trust and collaboration. We seek to understand the needs and objectives of others to establish the common ground and agree how we can work together to benefit people in Yorkshire.
Think Big and Bold	We deliver world-leading research and services We evaluate worldwide research and we test and we learn in order to drive the greatest advances and impact in cancer research and services. We promote a culture of continual improvement and innovation. We dare to think differently to Give Yorkshire More Life To Live We are ambitious and not afraid to try something new or difficult when it comes to achieving our goals. Nor are we afraid to make difficult decisions when they are in the best interests of those we exist to serve; the people of Yorkshire.
Making it Happen	We create and build solutions We are focused on understanding the impact of our work and the difference it is making. We ensure we are always pushing forward the achievement of our charity's vision. We approach our work with positivity, energy and drive We see every challenge as an opportunity to provide a solution. When it comes to preventing, diagnosis and treating cancer, we deliver pioneering solutions <i>To Give Yorkshire More Life To Live</i>. We pursue our goals with enthusiasm and commitment; always asking 'Can I, and can we, do more?'.

YORKSHIRE CANCER RESEARCH

Job Applicant Privacy Notice

Data controller: Yorkshire Cancer Research (the Charity)

As part of any recruitment process, the Charity collects and processes personal data relating to job applicants. The Charity is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Charity collect?

The Charity collects a range of information about you. This includes but is not limited to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The Charity collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Charity will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Charity will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Charity process personal data?

The Charity needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Charity needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Charity may also need to process data from job applicants to respond to and defend against legal claims.

Where the Charity relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Charity processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Charity is obliged to seek information about criminal convictions and offences. Where the Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Charity will keep your personal data on file in case there are future employment opportunities for which you may be suited. The Charity will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

How we use AI in the recruitment process

We use AI based tools to assist with parts of the recruitment process. The tool may:

- Review applications for matches to essential and desirable criteria
- Analyse key words, skills, qualifications or experience
- Rank or score applications
- Identify where candidates indicate they do not meet essential requirements (e.g., answering 'No' to mandatory questions) and flag such applications for filtering

If the role requires specific mandatory skills or qualifications, the AI tool may:

- Automatically flag or filter candidates who have indicated they do not meet those essential requirements
- Present filtered applications separately for review
- Recommend that such applications do not proceed

A human decision maker will remain involved at all stages of the recruitment process. We do not make final recruitment decisions based solely on AI and the recruitment team examine all AI recommendations before any application is progressed or rejected.

We use AI tools to:

- Increase consistency and fairness in screening
- Manage high volumes of applications efficiently
- Help identify applicants who meet the essential criteria for the role
- Reduce human error and unconscious bias
- Support (but not replace) human decision making

To ensure fairness and protect your rights, we apply the following safeguards to any AI assisted decisions:

- AI outputs are always reviewed by human decision makers
- All candidates may request human intervention or contest AI influenced decisions
- We regularly assess AI tools for accuracy and bias
- We maintain transparency regarding what the tools do and don't do.
- Essential criteria used for filtering are clearly set out in the job description or application form

Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and senior executive teams, interviewers involved in the recruitment process, managers in the Charity's team with the vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Charity will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Charity will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Charity will not transfer your data outside the United Kingdom.

How does the Charity protect data?

The Charity takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The Charity has a Data Protection Policy and an ICT Acceptable Use Policy which apply to all its employees.

For how long does the Charity keep data?

If your application for employment is unsuccessful, the Charity will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the Charity will hold your data on file for a further period of 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new employee privacy statement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Charity to change incorrect or incomplete data;
- Request human intervention in AI supported decisions;
- Contest an AI assisted decision;
- require the Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Charity is relying on its legitimate interests as the legal ground for processing; and
- ask the Charity to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Charity's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Charity's Company Secretary, Joanne Mornin (joanne.mornin@ycr.org.uk)

You can make a subject access request by contacting the Company Secretary.

If you believe that the Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Charity during the recruitment process. However, if you do not provide the information, the Charity may not be able to process your application properly or at all.

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