



Research Manager



10 Feast Field, Horsforth, Leeds, LS18 4TJ
info@bcrt.org.uk | www.bcart.org.uk | 0113 258 5934
Charitable Incorporated Organisation (CIO) Number: 1159590

The charity

In 2004, a group of families who had lost children and young people to primary bone cancer (PBC) came together. They wanted to tackle head-on the fact that there was virtually no accessible bone cancer information, and practically no funding for research into this disease. In 2006, with Professor Ian Lewis, they registered the Bone Cancer Research Trust (BCRT). Since then, we have become the leading charity dedicated to fighting primary bone cancer.

We have an in-depth understanding of what it means to live with bone cancer for patients and their families, which is shared in our research report, [Living with, and beyond, primary bone cancer](#) and through a series of [short videos](#).

Our five year strategy, [The Biggest Ever Commitment to Primary Bone Cancer](#), sets out our ambition and priorities until 2022 as, together with the bone cancer community, we continue to lead the fight against primary bone cancer. Since the launch of our strategy in 2017 we have made great progress, awarding 17 brand new research projects totalling over £1.2million, supporting more patients and families than ever before, equipping them with the vital information they need and raising national and international awareness of primary bone cancer to aid earlier diagnosis.

The role

Research is at the heart of all we do at BCRT as we strive for a day when primary bone cancer is cured. BCRT's stakeholders have placed research, and in particular, research in to new treatments and ultimately a cure as their highest priority. Therefore, the post-holder should work with both the national and international research and clinical community to ensure that BCRT fund the highest calibre research which moves us closer to our goal of primary bone cancer being cured for all.

Understanding and measuring the impact of our work and communicating this to both supporters and the scientific community is a key area of need for BCRT.

The Research Manager will be a self-motivated individual with a meticulous eye for detail. They will be well-versed in reviewing scientific literature and translating this in to clear reports, suitable for a lay audience. They will have experience in impact assessment and communicating complex science to a lay audience.

They will have a good understanding of current research methodologies and experience in cancer research. They will have an understanding of medical and research terms and jargon and be able to translate this in to clear information that is understandable to patients and the general public. The postholder will have experience of measuring research impact. The post holder will be organised and will be able to manage several tasks at once, meeting strict deadlines.

Key Benefits

- Flexible approach to working hours
- On site free parking (subject to availability)
- 22 days annual leave per year + bank holidays + 3 day Christmas shut down
- Healthcare cash plan
- Pension contributions
- Clear performance expectations and supportive management team
- Training and personal development opportunities
- Direct exposure to our charitable work

Job title:	Research Manager
Responsible to:	Head of Research & Information
Line management:	Currently no direct reports
Salary:	£28,000 - £30,000 per annum dependent on experience
Hours of work:	Full time, 37 hours per week. Core hours of work are between 10am and 4pm. Part time (30hours p/week) will be considered.
Contract type:	1 year fixed term in the first instance
Location:	Horsforth, Leeds / flexible
Probation period:	Six months

Key Responsibilities

- Support the Head of Research and Information (HoR&I) with the administration of research grants including advertisement of grant rounds, chasing up invoices and reports
 - Develop a system for measuring the impact of BCRT funded research
 - Maintain strong relationships with the research community and keep abreast of all research on PBC being undertaken in the UK
 - Work with the Communications Team to provide lay summaries of our funded research, news pieces and social media updates
 - Present Impact updates to the board of trustees when required
 - Develop strong relationships with other organisations such as the AMRC, NCRI and NIHR
- Contribute to website updates and maintain the research section of the website
- Contribute to the organisation of the BCRT conference
- Organise and deliver laboratory tours for our supporters
- Provide cross-cover for the HoR&I during holidays
- Any other duties as may be reasonably requested by the line manager

Personal Specification

Criteria	Essential	Desired	Method of Assessment
<i>Qualifications</i>			
BSc Degree or equivalent experience	X		Application Form / CV
A PhD in a related field	X		Application Form / CV
<i>Experience</i>			
Proven experience in reviewing scientific literature and writing scientific reports	X		Application Form / CV/ Interview
Experience in communicating science to a lay audience, both verbally and in written updates	X		Application Form / Interview
Knowledge of clinical research and the NIHR		X	Application Form / Interview
Experience of working in biomedical or clinical research	X		Application Form / Interview
Experience or knowledge of science funding and/or grant management	X		Application Form / Interview
Demonstrate excellent written and verbal communication skills	X		Application Form / Interview
Highly competent in the use of Microsoft Word and Excel	X		Application Form / Interview
Competent in the use of social media in a professional environment	X		Application Form / Interview
<i>Personal Attributes</i>			
Enthusiastic, imaginative, and energetic with a 'can do' attitude	X		Application Form / Interview

Possess a passion for science communication	X		Application Form / Interview
Ability to confidently work as part of a team or individually	X		Application Form / Interview
Excellent interpersonal skills, working well with people	X		Application Form / Interview
Strong ability to work on own initiative with limited supervision yet knowing when to refer to line manager when necessary	X		Application Form / Interview
A shared passion for the work of the Bone Cancer Research Trust	X		Application Form / Interview
Excellent organisation & time management skills	X		Application Form / Interview

The interview process

We treat every application in the strictest confidence and will review each and every CV and application received. The interview process will include two separate stages, a telephone interview and a face to face meeting with the Head of Research & Information and another individual from the charity. You may be asked to prepare and deliver a presentation and / or complete a competency test, so that we can see how you work in a more practical capacity. The Bone Cancer Research Trust is an equal opportunity employer, therefore we will search for the most suitable person, wherever and whoever they are.