World Cancer Research Fund International

CANDIDATE INFORMATION PACK

World Cancer Research Fund International

Research Funding Officer (Research Insight) **Closing date: 5pm, Monday 5th December 2022**

This pack includes:

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For more information about the organisation please visit our website: www.wcrf.org

World Cancer Research Fund International AISBL is a not-for-profit
international association established in Belgium, with offices in London
Registered office address in Belgium: Avenue Louise 81, 1050 Brussels, Belgium
Numéro d'entreprise: 0471852243

CANCER PREVENTION
Together We Can

WELCOME

World Cancer Research Fund International is a leading authority on cancer prevention through diet, weight and physical activity. We commission and interpret research, lead and unify a network of cancer charities with a global reach, influence policy at the highest level, and are trusted advisors to governments and other official bodies from around the world.

Our network of cancer prevention charities are based in the United States, UK, Netherlands and Hong Kong.

To meet our vision of living in a world where no one develops a preventable cancer, we need high quality and motivated employees from a mix of backgrounds and with a range of skills and experiences. In return, we aim to offer the best possible working environment for people so that talent is nurtured and developed.

Within this candidate pack you will find additional information about the role you are applying for and the benefits we offer.

To apply for this role, please complete and submit a CV, covering letter (maximum 2 pages) and the attached equal opportunities form. If you have any queries please contact Human Resources at hr@wcrf.org or visit our website at www.wcrf.org.

On behalf of World Cancer Research Fund International we thank you for your interest in helping to prevent cancer and wish you the best of luck with your application.

Best wishes,
Human Resources

VALUES

EVIDENCE BASED

We are an authority on lifestyle related cancer research – continuously learning and evaluating, so that we can deliver excellent outcomes.

INCLUSIVE

Everyone counts – we value, respect and trust each other.

INFLUENTIAL

We are collaborative, engaged and focused on maximising impact in all that we do.

INNOVATIVE

We are curious and creative; evolving and exploring so we can deliver solutions that make a real difference.

EMPOWERING

We make every day meaningful, building and sharing our knowledge and allowing our passion to shine through.

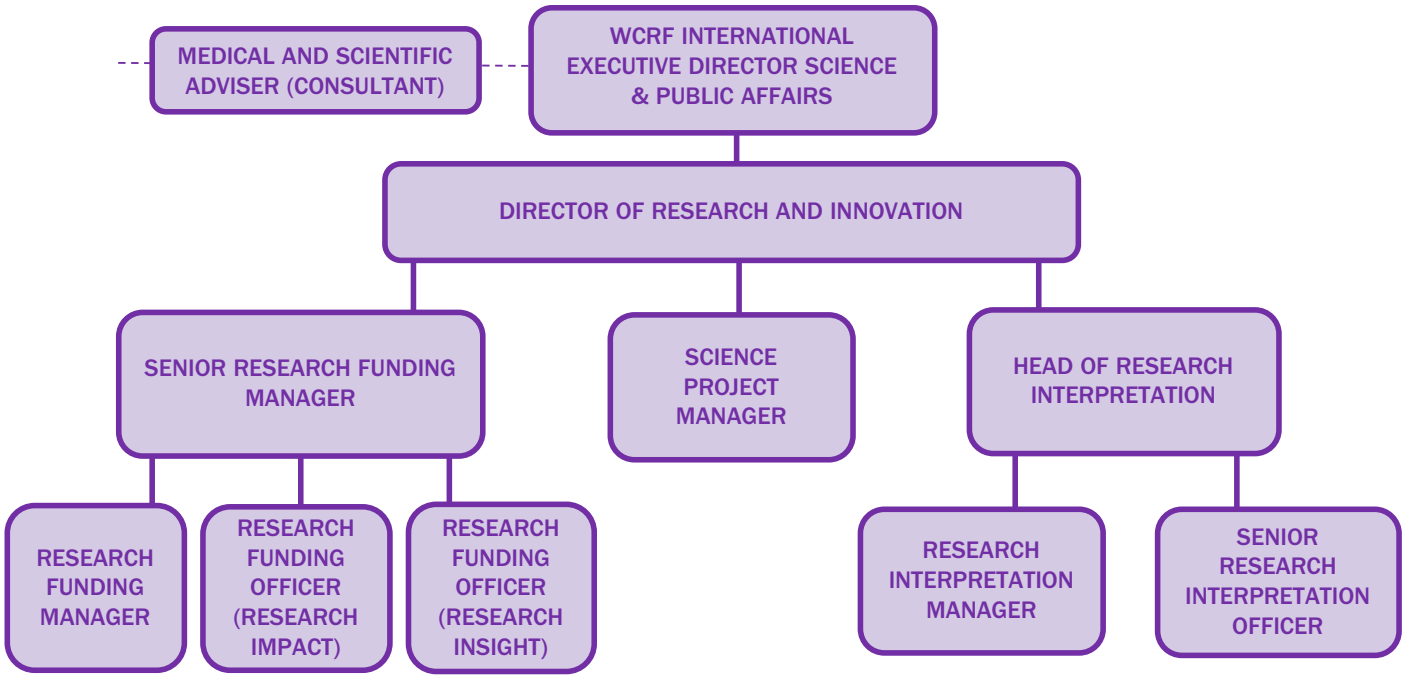
ABOUT THE ROLE

We are seeking a Research Funding Officer (Research Insight) who will mainly focus on the pre award phase of our WCRF International Research Grant Programme. The main responsibilities will be supporting the development and launching of new calls for applications, organising and coordinating Panel meetings, managing the peer review process and contributing to the development of grant related Board documentation.

Who you will be working with:

You will be working with World Cancer Research Fund International's Science and Research team and particularly with the Research Funding Officer (Research Impact) and the Research Funding Manager. You will report to the Senior Research Funding Manager. You will also interact with colleagues in the Communications Department for the promotion of the grant calls as well as with colleagues from the Fundraising Department to respond to queries or contribute to fundraising proposals based on grant applications. Externally you will interact with grant applicants and with the Panel members.

World Cancer Research Fund International's Science and Research Department



What we are looking for:

- Educated to BSc level in Biological Sciences or Nutrition (MSc level desirable but not essential)
- Experience of working in a fast-paced research environment (academia or research administration/management)
- Understanding and awareness of general research management and administration policies and procedures
- Experience of scientific writing, including production of minutes from scientific meetings and scientific summaries
- Experience of communicating and presenting information clearly to a range of audiences both verbally and in writing as well as building and maintaining strong relationships with external and internal stakeholders
- Some experience working with scientific committees

JOB DESCRIPTION

Job title	**Research Funding Officer (Research Insight)**
Department	**Science and Research**
Reporting to	**Senior Research Funding Manager**
Contract	**Permanent**
Location	**London, N1**
Hours	**37.5hrs per week – full time** **We're a hybrid working employer, meaning you're required to come into the office at least 2/3 days per week, currently between Tuesday-Thursday**
Salary	**FTE: £28,000 - £30,000 per annum, plus benefits**

Department description

World Cancer Research Fund International's Science and Research Department comprises two teams – Research Funding (RF) and Research Interpretation (RI). Each team is responsible for specific programmes of work but there is considerable crossover and engagement between them.

The RF team supports high quality and innovative research via our Regular Grant Programme on the effects of diet, nutrition and physical activity on cancer prevention and survival, managing an international portfolio of projects and working with researchers around the world. The grant programme includes both pre and post award phases. The RF team also supports our Academy programme, aimed at developing future leaders in the field. The Academy programme allows scientists to attend courses and international meetings and contribute to educational activities aimed at building capacity in the field. Through our Academy Alumni we remain connected with our fellows, who continue to be involved in future WCRF activities.

The RI team works to ensure the Global Cancer Update Programme (CUP Global)– our global analysis of the data linking food, nutrition and physical activity to cancer prevention and survival – is conducted to the highest standards. The CUP Global is a flagship project of the World Cancer Research Fund (WCRF) network and the only initiative of its kind in the world. It is carried out in collaboration with Imperial College London, some other collaborators in the UK, the Netherlands, the US and Spain and an external expert panel. The RI team is also responsible for collating global cancer statistics and preparing estimates of how much cancer could be prevented through a healthy diet, weight and physical activity.

The Science and Research Department also partners with like-minded organisations and takes part in key national and international initiatives and collaborations when appropriate to help us achieve our goals and reach a broader audience. Another main activity of the Department is the Conference programme, ensuring that our work is disseminated widely on the international stage. The department also provides strategic direction and support for science-related activities throughout the network and interacts with other departments in the UK and the rest of the network.

Main purpose of the role

The **Research Funding Officer (Research Insight)** will be mainly involved with the coordination and support of the pre-award phase of the grant programme, including providing advice to queries from potential applicants, checking the applications received, organising and coordinating Panel meetings, managing the peer review process and contributing to the development of grant related Board documentation.

They will be involved in the further development of the grant management system and support the Senior Research Funding Manager with the surveillance work by scanning periodically the landscape for any new

research activities/priorities, hence providing insight and subsequently contributing to the future direction of our research programme.

The Research Funding Officer will coordinate the recruitment of new Panel members and manage the process for the recruitment of lay and patient representatives, working closely with the Research Interpretation Officer to ensure that a common approach is followed.

The post holder will contribute to the science and research itself, writing summaries for the research grants, contributing to relevant science e-Newsletters and paperwork for external meetings, and through specific research projects to support science-related activities such as the development of new innovative research funding streams. They also will coordinate the promotion of new calls by developing/authoring blogs and articles.

The post holder will report to the Senior Research Funding Manager.

Main duties and responsibilities

A	Research Grant Programme
Coordination and support to the RGP pre-award phase:	
1	Managing the development of new forms and promotion of the Regular Grant call and other funding streams, including testing and releasing updated electronic forms
2	Responding to administrative issues during the pre-award phase from applicants as required
3	Collate and respond to queries about the grant call
4	Processing of grant applications at outline and full application stage including admin and eligibility checks
5	Liaising with Panel and Chairs to provide information on applications for the meetings
6	Updating the documentation requiring renewal after each cycle (Guidelines, Instruction for filling applications, Grant Panel Handbook)
7	Preparing relevant agendas and paperwork for internal and external meetings
8	Act as liaison with the Science Project Manager and the Operations department to coordinate meeting logistics and Panel Honoraria
9	Manage the peer review process
10	Prepare minutes of panel meetings and draft application feedback and convey the outcomes of the panel meeting to applicants
11	Coordinate applicants' responses to feedback
12	Lead the Award packs process for new awarded grants
13	Contribute to the preparation of grant related Board documents as needed
14	Support the Senior Research Funding Manager with organising the timeline for each round
General - Grant programme	
1	Provide support to the network countries relating to updates about new calls
2	Use social media and author blogs to promote new grant calls, working closely with the Communications department
3	Provide content for restructuring of the grant programme webpages and other relevant updates relating to the pre award phase
4	Conduct market research related to the grant programme into other similar organisations to identify gaps and potential collaborations
5	Manage the process of the recruitment and management of the of lay panel members working closely with the Research Interpretation Officer to ensure that a common approach is followed

6	Coordinate the renewal and recruitment of new Panel members
7	Support the Senior Research Funding manager with the Surveillance Activity by scanning periodically the landscape for any new guidelines/research priorities relative to WCRF network remit
8	Support any fundraising and communications requests as needed and any network country queries as it relates to new calls and new research themes
9	Work with the Senior Research Funding manager to develop an internship programme for the grant programme
B	**General - other**
1	Contribute to GDPR work and policies. Ensure all actions undertaken comply with the current General Data Protection Regulations (UK GDPR)
2	Work as part of the team and take on other roles and responsibilities e.g. assist with the monitoring of research grants when appropriate
3	Contribute to all staff training about newly funded grants as needed
4	Contribute towards the science journal clubs and bring topical articles for discussion

PERSON SPECIFICATION

The person specification describes the specific experience, knowledge, skills, qualifications and attributes that are needed for the job.

Experience	Experience of writing, including production of minutes for scientific meetings and scientific summaries
	Experience of working in a busy and fast-paced research environment (academia or research administration/management)
	Understanding & awareness of general research management & administration, policies & procedures
	Experience of communicating and presenting information clearly to a range of audiences both verbally and in writing
	Experience of managing and completing science related projects
	Some experience of coordinating scientific committee meetings
Knowledge and technical skills	Working knowledge of MS Office (Word, Excel, PowerPoint)
	Minute taking skills with the ability to develop and maintain effective minuted document files
	Some understanding of how research priorities are being developed
	Editing and proofreading skills
Personal Attributes	Ability to generate new ideas and to explore new and better ways of doing things, responsive to changing circumstances
	Ability to use new technology and online systems
	Ability to communicate and present information clearly to a range of audiences both verbally and in writing, making sure that updates are provided on time and in an appropriate manner
	Ability to build and maintain strong relationships with internal and external stakeholders
	Ability to plan and prioritise conflicting activities to achieve team objectives within agreed deadlines, resourceful with a keen eye for detail and accuracy
	Ability to work independently as well as in a team to deliver a high standard of support, being always proactive and responsive to requests for support and providing practical contributions to the Science Department
	Ability to achieve a high output while maintaining a high level of quality, demonstrating patience and perseverance when faced with setbacks and problems
	Ability to work flexibly within a small team and establish effective working relationships with colleagues
	Excellent attention to detail while retaining sight of the big picture
Education and qualifications	Educated to BSc level (MSc level desirable but not essential) in Biological Sciences or Nutrition

Please note: While the main duties of this role involve working on WCRF International projects, the role is contracted to, and is paid by, WCRF

TERMS & CONDITIONS

Salaries

World Cancer Research Fund pays salaries into bank accounts once a month on the 26th of each month.

Flexi-time scheme

A flexi-time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours. Staff also need to take a lunch break of at least 30 minutes (staff can take up to a maximum of 2 hours for lunch). The core hours are 10.00am–4.00pm, Monday to Friday when all employees must be present. Employees may arrive for work between 8.00am and 10.00am and leave between 4.00pm and 7.00pm. The daily minimum hourly requirement of 7.5 working hours per day plus lunch must be met; any extra time cannot be "rolled over" or "banked".

Hybrid Working

WCRF are currently operating hybrid working for all staff across the organisation. The office is open 3 days a week (Tues, Wed and Thurs) and full-time staff are required to be in the office at least 2 of these days each week.

Annual leave

World Cancer Research Fund's annual leave year runs from 1 October to 30 September. Annual entitlement for full-time staff is in relation to length of service:

- Less than 1 year of continuous service at the beginning of a holiday year: 25 days (pro-rated to your start date)
- 1 year or more of continuous service at the beginning of a holiday year: 26 days
- 3 years or more of continuous service at the beginning of a holiday year: 28 days
- 5 years or more of continuous service at the beginning of a holiday year: 30 days

Sick leave

For full-time staff, World Cancer Research Fund allows up to 20 days sick leave in any rolling year without deducting pay. This allowance increases to 25 days sick leave plus 40 days half-pay after one years' service.

Pension plan

WCRF contributes into an approved pension scheme, which is administered by Standard Life. Employees will be auto-enrolled into the scheme after 3 months and will contribute a minimum of 5% of their salary each month. WCRF will match the employee's contributions of up to 5% of the employee's salary each month.

Private healthcare

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

Dental cover scheme

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

Life assurance and income protection

We cover all employees from their first day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed alongside critical illness cover.

Permanent Health Insurance (PHI) scheme

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week,

are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

Season ticket loan scheme

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Cycle to work scheme

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

Employee assistance programme

All employees, and their families, have access to a 24-hour confidential advice and support line.

Dog Friendly Office

We are currently running a trial, which gives staff the opportunity to bring their dog into the office one day per week (Wednesdays) subject to WCRF guidelines.

Development opportunities

World Cancer Research Fund has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

Probationary period and notice period

The post-holder is subject to a 6-month probation period during which 1 weeks' notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 month notice period.

HOW TO APPLY

Recruitment timetable

Closing date for applications:	5pm, Monday 5th December 2022
Interviews:	13th and 14th December 2022

To apply

You can apply for this vacancy by submitting a CV, covering letter (maximum two pages) and completed Equal Opportunities Monitoring Form. Your covering letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification and should also highlight how your skills and experience would benefit World Cancer Research Fund.

Your CV, covering letter and completed Equal Opportunities Monitoring Form can be submitted by email or post:

E-mail: hr@wcrf.org

Address: Human Resources
World Cancer Research Fund
140 Pentonville Road
London N1 9FW
UK

Phone: 020 7343 4200

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

EQUAL OPPORTUNITY MONITORING FORM

World Cancer Research Fund is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for:	

Please tick the appropriate boxes below:

GENDER

Male		Female	

DISABILITY

World Cancer Research Fund welcomes applications from people with disabilities. The Disability Discrimination Act 1995 describes a disability as a physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day-to-day activities. Having read this definition, do you consider yourself to have a disability?

Yes		No	

ETHNIC GROUP

The categories indicated below are those recommended for use by the Commission for Racial Equality.

How would you best describe your ethnic origin?

Bangladeshi		Indian	
Black – African		Irish	
Black – Caribbean		Pakistani	
Black – Other (please specify)		White	
Chinese		Other (please specify)	

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NATIONALITY

UK	
Other (please specify)	

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Thank you for answering these questions.

JOB APPLICANT PRIVACY NOTICE

As part of any recruitment process, WCRF collects and processes personal data relating to job applicants. WCRF is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. WCRF collects a range of data about you which will include:

- Your name and contact details (including email address and telephone numbers);
- Details of your skills, qualifications, experience and employment history;
- Details regarding your current levels of remuneration and any work benefits entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information regarding your right to work in the UK and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

This information will be collected from your CV and/or cover letter on application to us, plus from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks or criminal records checks as applicable.

HOW WE HANDLE THE DATA THAT IS SUBMITTED BY YOU

This data will be stored in an electronic format (including email) on our internal IT systems and also on paper within our HR Department. Your information may be shared internally for recruitment purposes with our recruiting managers, HR and IT team strictly for decision making purposes. **We do not share your data with any third parties.**

WHY WE PROCESS PERSONAL DATA

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest in processing your data during the recruitment process to ensure that we make and keep records of the process. These records allow us to manage the process effectively, assess a candidate's suitability for employment and decide whom to offer the roles to. We may also, from time to time, need to process data from job applicants to respond to and defend against legal claims.

DISCLOSURE OF YOUR INFORMATION

WCRF may transfer your data outside of the European Economic Area. However, your data will be protected as well as it would be in the EEA. Internally we will protect your data through internal controls and policies to ensure that your data is not lost, accidentally destroyed, misused, and is not accessed by our employees except in the proper performance of their duties.

DATA RETENTION

We will retain your personal data for a period of 1 year after we have communicated to you our decision about whether to appoint you to the role. We retain the information for that period so that we can show, in the event of a legal claim that we have not discriminated against candidates on prohibited grounds that we have conducted the recruitment process in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with the applicable laws and regulations

If your application is unsuccessful, we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw your consent at any time by notifying us in writing.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA

You are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.

AUTOMATED DECISION-MAKING

Our recruitment process is not based on automated decision making and as such you will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA PROTECTION LEGISLATION (YOUR RIGHTS)

As a data subject, you have a number of rights including:

- Access to your data on request
- Require us to stop processing your data on demand
- Requires us to delete your data on demand
- To change any incorrect or incomplete data we hold on you
- Request the transfer of your personal data to another party

If you would like to exercise any of these rights or have any queries with the privacy notice, please contact: The HR Director, WCRF, 140 Pentonville Road, London N1 9FW.