

Role Profile



Role	Research Grants Officer	Location	Home-based
Accountable for	N/A	Accountable to	Research Grants Manager
Core Anchor Level	Support	Travel	Some
DBS check	No	Salary Grade	Salary circa £35,500 per annum (inner London weighting £3,950 per annum or outer London weighting £2,457 per annum may be applied in accordance to where you live) Grade E
Contract Type	Fixed term 1 year – Maternity cover	Hours	35 hours per week

Overall purpose and impact	
<p>The Research Grants Officer delivers high-quality coordination and administration across Stroke Association research funding schemes. The role ensures application processes run smoothly, peer review is robust, panels are well supported and active awards are monitored accurately, so that our funding programmes are fair, transparent and aligned to organisational priorities.</p>	
Responsibilities	Measured through delivery of
Coordinate medical research funding calls (system setup, timelines, eligibility checks, FAQs, applicant support).	Annual objectives; Research Strategy; Funding plans; 360 feedback
Administer expert reviews (reviewer identification and invitations, conflict management, collation of scores and comments, review packs).	Annual objectives; Research Strategy; Governance framework; 360 feedback
Support funding panels (logistics, papers, minuting, actions tracking, decision documentation).	Annual objectives; Research Strategy; Funding plans; 360 feedback
Provide first-line advice to applicants and award holders; triage queries to the Research Grants Manager as appropriate.	Annual objectives; Research Strategy; Funding plans; 360 feedback

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Maintain the research grant management system and award records (set-up, variations, extensions, closures), contributing to continuous improvement of processes and documentation.	Annual objectives; Research Strategy; Funding plans; 360 feedback
Monitor research award reporting (milestones, deliverables, finances), chase overdue items, escalate risks.	Annual objectives; Research Strategy; Funding plans; 360 feedback
Support lived-experience involvement in research grant processes (briefings, logistics, reimbursement admin).	Annual objectives; Research Strategy; Involvement and participation strategy; 360 feedback
Produce routine portfolio summaries and data extracts (pipelines, success rates, diversity indicators).	Annual objectives; Research Strategy; Funding plans; 360 feedback
Support the communications team with regard to media requests relating to stroke association funded research, with Research Grant Manager support.	Annual objectives; Research Strategy; Communication plan; 360 feedback
Work closely with finance colleagues with invoices, write backs and annual progress report reviews.	Annual objectives; Research Strategy; Finance management plan; 360 feedback
General Officer support: Work with data and marketing teams to maintain Stroke Association research webpages and online presence.	Annual objectives; Research Strategy; Communication plan; 360 feedback
General Officer support: Liaison with the wider Stroke Association colleagues to offer guidance related to research and signpost appropriately	Annual objectives; Research Strategy; Communication plan; 360 feedback
General Officer support: Triage requests and queries from the research community, maintaining logs and frequently asked questions database	Annual objectives; Research Strategy; Communication plan; 360 feedback
Contribution to overall team development	Annual objectives; Research Strategy; Research team annual plans; 360 feedback

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Person specification

Education
Educated to degree level in a biology or health related discipline
Commitment to continuing professional development and training
Experience
Experience of using industry standard IT systems (e.g. Microsoft Office: Word, Outlook, Excel, PowerPoint) including the working knowledge and experience of developing, maintaining and improving databases
Experience working with a funder of medical research or experience of applying for a research grant within a biology or health related discipline
Good working knowledge and experience of working with scientific and numerical data
Experience producing committee papers/minutes and managing confidential information
Experience of working with committees, developing agendas, liaising with membership and generating minutes
Skills and abilities
Ability to deal with a variety of stakeholders at varying levels, both internal and external, with professionalism, tact and diplomacy
Ability to work confidentially at all times both in and out of the workplace
Ability to assimilate and summarise complex information
Strong leadership and authentic approach to initiating and leading projects
Ability to work calmly and effectively under pressure, with strong attention to detail and the ability to prioritise and manage workload independently
Ability to logically plan and organise projects
Excellent written and verbal communication skills with the ability to present complex research information
Other requirements
Interest in medical related research

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