

Research Grants Manager

Job description

It will take a society to beat dementia. Alzheimer's Society.



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Research Grants Manager

Position in the organisation

Reports to the Senior Research Manager.

Line manages a team consisting of Research Grants Officers and Senior Research Grants Officers.

Member of our Research team within the Research and Innovation department.

Part of our Research and Influencing directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

We are committed to ending the devastation caused by dementia. Achieving this future relies on bold, ambitious research - which is why today we are funding over £50 million in world-leading dementia research and supporting a network of more than 400 researchers across the UK. Our pioneering research programme drives innovation, empowers leading scientists, and ensures that people affected by dementia shape the questions we ask and the breakthroughs we pursue. Together, we are tackling the biggest challenges in dementia so that everyone can access the diagnosis, treatments, care and support they deserve.

The Research team plays a central role in delivering this ambition. We ensure that every project we fund is of the highest quality and aligned with the Society's strategy. Passionate, evidence-driven and solutions-focused, we work collaboratively across the organisation to strengthen the UK dementia research ecosystem, accelerate scientific understanding and create equitable pathways from discovery to impact - ensuring research leads to real-world benefit for all those affected by dementia.

As in-house experts, we champion research at every stage. We make complex science accessible, engaging and meaningful, ensuring breakthroughs are widely understood and effectively communicated. By translating evidence into inspiring stories, we position Alzheimer's Society as a trusted leader in dementia research and motivate more people to join us in driving change.

We are looking for someone who is a natural communicator, works collaboratively with others, and brings genuine enthusiasm for scientific research. You will be passionate about translating complex scientific and medical information into clear, accessible content for lay audiences, and skilled at creating engaging narratives that showcase the impact of our work and inspire more people to support our cause.

We are looking for an experienced Research Grants Manager, who will lead on the annual delivery of Alzheimer's Society's research grant funding programmes. Your extensive knowledge of research grants funding mechanisms will ensure that the Society facilitates robust, transparent and efficient expert review processes, ensuring effective use of the Society's research funds. You will be passionate about building relationships with key stakeholders and will be responsible for many operationally critical relationships with the research community, including the Chair, Vice-Chair and members of the Grant Advisory Board. As someone committed to continuous improvement, you will work closely with our Board members, facilitating their engagement in our research programme and using their feedback to improve how we fund research.

We are looking for someone who can ensure that Alzheimer's Society's research funding processes are sector-leading by working alongside partners such as the Association of Medical Research Charities to ensure our team follows best practice. You will be passionate about the development of new funding schemes and mechanisms and will develop new funding programmes and grant types in partnership with the Senior Research Manager and other external organisations, putting Alzheimer's Society's strategic objectives for research into practice. With an eye for detail, you will

lead on the evaluation of our existing funding schemes, ensuring they are effectively meeting the needs of the dementia research community.

We are looking for someone who is confident in leading large portfolios of research funding, as this role will be responsible for overseeing the management of a £50million+ active grants portfolio. Using this portfolio, you will use your strong data analysis skills to demonstrate research outcomes and impact, supporting the Society to demonstrate the real-world difference made by our research funding and tell compelling narratives about the impact of our work.

We are looking for a strong communicator, who can break down complex research topics and outcomes and share them in an accessible, engaging way with a varied group of internal and external stakeholders. Your communication skills will be crucial as you engage with and influence senior members the research community to participate and volunteer in all elements of our research programme. Using your knowledge of the Society's research funding, both past and present, you will be seen as an authority on research within and outside the organisation, and able to advise colleagues both internally and externally.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

Key accountabilities and responsibilities

Management of expert review processes

- Manage and oversee delivery all elements of research funding calls including:
 - planning funding calls and designing new call specifications,
 - promoting calls and liaising with potential applicants,
 - ensuring applications are appropriately tracked and expert reviewed
 - full secretariat to Grant Advisory Board and multiple Expert Review Panels
- Inducting and maintaining key relationships with members of our Grant Advisory Board and expert reviewers who support the grant review processes.
- Lead in the development and maintenance of new grants management system and migration from electronic grant database.
- Support the involvement of the lay representatives from the Society's Research Network in the grant funding programme.

Active management of the current grant portfolio

- Oversee efficient and professional support to funded grant holders, ensuring that grants are managed within agreed terms and conditions. This includes contract negotiations, monitoring of progress and timely reporting, site visits, finance, development of dissemination plans and grant extensions.
- Oversee the outputs and outcomes of research funded by Alzheimer's Society and disseminate this information across different teams within Alzheimer's Society.
- Responsible for tracking impact metrics for the research programme at the Society, annually reporting on metrics and ensuring impact measurement is embedded within all Alzheimer's Society funded research grants post-award of funding.
- Responsible for evaluating the Society's research funding programme and grant types, ensuring that the Society's funding calls meet the needs of the dementia academic community and deliver upon the Society's research strategy.

- Where appropriate, to support the delivery or dissemination activities of funded research to enhance the outcomes of funded research for people with dementia.
- Work with the Research Involvement Manager to deliver effective PPIE across all research funded by the Society.
- Develop grant making policies ensuring they reflect best-practice in the sector, apply to all relevant guidance and promote equality and diversity.

Communication and dissemination

- Support the Senior Research Manager and Head of Research in raising the profile of the Alzheimer's Society's research programme in the scientific and research community (including giving presentations, written materials and attending stakeholder events).
- Contribute to a comprehensive communications plan (led by the Research Communications Manager) that publicises funding opportunities to relevant sectors of the research community.
- Respond to enquiries regarding the Society's research programme (for example, from prospective applicants or expert reviewers)

Operational management and planning

- Develop the operational plan for the Research Grants team for the purposes of annual business planning.
- Develop the research grant programme in line with the Society's Help and Hope research strategy.

Other duties

- Line manage the Research Grants team (one Senior Research Grants Officer and three Research Grants Officers) who deliver the Society's research programme.
- Represent the Society's research team at conferences and stakeholder meetings.
- Be a member of the Research Management team including deputising for the Senior Research Manager as appropriate.
- Support the development of partnership opportunities with other organisations and charities that help to fulfil the strategic ambitions of the research team.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Relevant experience in health or life sciences or an undergraduate qualification in a relatable area.	A/I
Understanding of medical research, research governance and/or the UK health and research environment.	A/I
Experience in research grants management, ideally in a medical research charity or similar funding organisation.	A/I
Experience embedding the use of Grants Management Software to manage significant research investments.	A/I
Experience in creating new research funding schemes to address organisational priorities and in evaluating existing research funding schemes to ensure they meet the needs of the research community.	A/I
Knowledge of the Third Sector and working with volunteers.	A/I
Ability to build positive relationships with a wide range of external and internal stakeholders, including senior academics and clinicians.	A/I
Knowledge of basic science hypothesis driven research methodology.	A/I
Good line management experience, including the ability to lead a large, high performing team.	A/I
Ability to present complex information in accessible and understandable ways.	A/I
Experience managing or coordinating multiple projects or programmes with differing timelines.	A/I
Good facilitation, listening and influencing skills to support consensus building.	A/I
Able to manage several projects proactively and simultaneously, set priorities, problem solve, work independently, and meet agreed standards and deadlines.	A/I
Experience of monitoring research outputs, outcomes and impact and disseminating these outputs internally.	A/I
Effective oral and written communication skills.	A/I
Good IT skills.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Be a team player, supporting colleagues when there are deadlines, and know when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Good organisational and timekeeping skills.	A/I
Good attention to detail.	A/I
Non-judgemental communication, tolerant and welcoming of differences of perspective and opinion.	A/I
Commitment to and understanding of equal opportunities.	A/I
Understanding of the inclusion agenda and its relevance within a diverse society.	A/I
Curious and constantly questioning the status quo.	A/I
Eager and able to work at pace in a complex environment.	A/I
Independently minded and a critical thinker.	A/I
Flexible, creative and committed to continuous improvement.	A/I
Able to adapt to situations, people and challenges.	A/I
Pragmatic individual who is ambitious for themselves and others.	A/I

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contributions rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face coooselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave - 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave