



We're looking for a Research Funding Assistant to join our team

Salary: Circa £2,000 per month

Base: Central Edinburgh/hybrid

Hours: Full time and fixed term – working over June, July and August. Working 35 hours a week over core working hours of 10am - 3pm, Monday to Friday, with a one-hour lunch break. The office is open 8am – 7pm daily and our hybrid working policy requires all full-time employees to work at least two days a week in the Edinburgh office.

Benefits: 10% employer pension contribution; employee assistance programme and counselling service; enhanced sick pay; 31 days' paid holiday/year plus four paid winter public holidays (pro-rata for temporary employees).

To support the Team's work-life balance, we work a nine-day fortnight where the charity is closed every second Friday.

About the role and why we need you

We are looking for a Research Funding Assistant to help in securing external experts to review applications and to provide general administrative support to the Research Funding Team. The candidate will ideally be in the penultimate or final year of a biomedical related degree with a general understanding of cancer research

Who are we?

At Worldwide Cancer Research, we start new cures. Cancer is still one of the leading causes of death worldwide, but cutting-edge science can give us hope. Discovery research seeks to uncover new knowledge that could change the way we think about cancer. It reveals new ways to prevent, diagnose, and treat cancer that can save lives.

We actively seek unconventional and imaginative ideas from scientists at all stages of their career, across the globe. In some cases, we are the only organisation that will fund a scientist's idea. We take an unbiased approach to research funding by focusing on supporting only the best ideas for new cures. By having a diverse research portfolio, we increase our chances of finding breakthroughs.

Our vision is of a day when no life is cut short by cancer, and we believe we can achieve this by starting the life-saving advances of the future by sowing the seeds of discoveries. Anyone that helps bring forward breakthroughs – including our staff, our supporters, and the researchers we fund – is a Curestarter.

As a charity, we are committed to opportunity without barriers, and we are striving to seek, value and learn from different perspectives and experiences. We want Worldwide Cancer Research to be an inclusive organisation – where everyone can be themselves and feel valued – as diverse as the scientific community we fund and the families whose lives we impact.

We are committed to ensuring that we provide equal opportunities to every applicant regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. We aim to ensure that our recruitment process is unbiased and that everyone is treated equitably. In support of this, we have pledged to ‘Show the Salary’ for our roles and we are registered as a Disability Confident Committed Employer – because our team members are at the heart of everything we do to start new cancer cures around the world.

To help start new cancer cures and save lives, we are looking for a Research Funding Assistant to join the Research team at Worldwide Cancer Research, to help the charity run its multi-million-pound funding programme for discovery cancer research.

How do I apply?

- Please email your CV with your cover letter to: recruitment@worldwidecancerresearch.org
- You will find the full **job profile** and our **benefits** on [Worldwide Cancer Research careers](#)
- Closing date is Monday 14 April 12 noon.
- **Interviews will be held on Wednesday 23 April** – we will contact all applicants as soon as possible after shortlisting for interview.
- We are a disability confident committed employer – please contact Paula Cahill, our HR Manager, if you have any questions about our recruitment process, accessibility and adjustments to support you: paulac@worldwidecancerresearch.org
- Please note your cover letter will be key to the success of your application and applications without cover letters may not be considered.
- Please consider the use of AI in your application carefully, we would prefer original cover letters reflecting your individuality and suitability to the role.



Additional information

Award

Worldwide Cancer Research is a team of around 50 and we run an annual Employee Engagement Survey; in 2024 we achieved a 93% positive response to 'I would recommend Worldwide Cancer Research as a good place to work'.



Privacy

We will hold your application data on file for six months after the end of the recruitment round, after which your data is deleted or destroyed. Please view our [Recruitment Privacy notice](#) . Thank you for your interest in our work.

Post: Research Funding Assistant

Responsible to: Research Funding Officer

Key contacts/relationships:

Internal – Research Team

External – Applicants, External Peer Reviewers, Scientific Advisory Committee (SAC), Funded Researchers

Purpose:

As part of the research funding team, to play an important role in the review process for the annual Grant Round. Reporting to the Research Funding Officer, to assist in securing external experts to review applications. To provide support in preparations for the Scientific Advisory Committee (SAC) meeting and general administration. This fixed-term role will provide an introduction to cancer research funding within the charity sector and to the processes involved in allocating funding for research and grant administration.

Key responsibilities:

- Assist the team with the external peer review process, identify appropriate referees, ensuring that the charity receives high quality, independent peer review advice to inform funding decisions.
- Assist the Research Funding Administrator in planning the SAC meetings.
- Analyse and provide application information for internal and external purposes, e.g. co-funding partnership opportunities.
- Assist the Research Funding Administrator in processing requests for variation of project plans, budgets, or other grant changes.
- Support the archiving process.

Wider responsibilities/objectives:

- Develop knowledge of research funding management practices.
- Provide support to other colleagues within the Research Directorate when required.

- Gain a wider appreciation of the research charity environment.

Person specification:

Requirements	Essential	Desirable
Educational attainment	Degree (or final year undergrad) in a biomedical related research field.	
Experience	Excellent up-to-date scientific understanding, particularly of cellular and molecular biology.	Collecting and analysing data.
IT experience	Proficient in the use of MS Office software.	
Skills and aptitudes	<p>Excellent communication skills, both written and verbal, with proficiency in communicating with a wide variety of audiences.</p> <p>Capable of working autonomously on defined tasks.</p> <p>Strong organisational skills, including working to deadlines and prioritising workload.</p> <p>Good attention to detail and high standards of accuracy, even whilst working to tight deadlines.</p> <p>Excellent interpersonal skills.</p> <p>Discretion and integrity.</p>	
Interests	<p>Charity work.</p> <p>Professional learning and development.</p>	Appreciation of discovery cancer research.
Other requirements	<p>Willingness to understand the vision, mission and strategy of Worldwide Cancer Research.</p> <p>Commitment to diversity and inclusion.</p> <p>Willingness to demonstrate the charity's values.</p>	