

Job Description

Job Title:	Research Grants Officer
Based In:	Remote working with regular travel
Reporting To:	The Chief Operations Officer
Hours:	40 hours a week, worked flexibly to include evening and weekend work where necessary
Leave:	25 days holiday per annum plus bank/public holidays
Contract:	Permanent
Pension:	3% matched contributions
Travel:	UK travel, especially to London and Wendover, Buckinghamshire will be necessary.

Purpose of the Role

Co-ordination of the Race Against Dementia (RAD) Fellowship Programme, which will include helping to identify, select and support the world's most promising scientific talent.

Duties and Responsibilities

- On-the-ground management of RAD's Fellowship Programme
- Setting up review sessions with RAD Fellows to monitor progress
- Preparing updates and progress reports for charity Trustees and supporters
- Co-ordinating training activities and events including our annual training event
- Managing a selection process for new fellowships and grants
- Supporting the establishment of new grant opportunities
- Responding to requests and opportunities

Science communications

- Tracking dementia research development
- Collating dementia research and dementia-related data
- Researching and creating dementia and dementia-research related social media content
- Developing press materials to announce research news
- Copywriting for RAD's website
- Preparing briefing papers for RAD spokespeople on the latest research developments
- Developing a network of dementia research key players in academia and charities
- Representing RAD at fundraising and corporate events, e.g., ad-hoc presence at Formula 1 race weekends

Other Duties

Carry out any other duties as required by the CEO, COO or Trustees including:

- To attend, where appropriate, local, regional and national meetings.
- To maintain a good knowledge of national and local initiatives which are of benefit to RAD.
- To administer your own workload, including meeting targets and deadlines in line with the RAD appraisal system.
- To attend relevant CPD training events as required.
- To undertake responsibility, as part of the team, for all Health and Safety work related matters.
- To work within the guidelines of RAD policies and procedures.