

Person Specification: Research Grants Officer	Essential (E) Desirable (D)	Demonstrated at: Application (A) Interview (I)
<b>Skills, Experience and Knowledge</b>		
Education or career experience in a science/technology/engineering/psychology related discipline	E	A/I
An interest in medical and dementia research and the latest scientific developments	E	A/I
An understanding of the scientific grant application and distribution process	D	A/I
Monitoring and evaluation experience and an understanding of the importance of data in decision making	D	A/I
A natural relationship builder	E	A/I
Excellent organisation skills with the ability to manage and take responsibility for own workload, handle multiple priorities and to work independently	E	A/I
A team player who collaborates effectively with colleagues, stakeholders and RAD communities	E	A/I
Knowledge of philanthropic grants	D	A/I
Excellent verbal and written communication skills	E	A/I
A full driving licence and access to a car	E	A/I
Experience of working in a charity	D	A/I
Ability to share information, contribute opinion and receive constructive criticism	E	I
Ability to maintain accurate and up-to- date data and online records	E	I
Experience of using a CRM system	D	A/I
<b>Personal Attributes</b>		
Excellent attention to detail	E	A/I
Good time management skills	E	I
Willing to be flexible with working hours	E	I