

| Person Specification: Research Officer | Essential (E) Desirable (D) | Demonstrated at: Application (A) Interview (I) |
|---|--|---|
| Skills, Experience and Knowledge | | |
| 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 |
| Personal Attributes | | |
| Excellent attention to detail | E | A/I |
| Good time management skills | E | I |
| Willing to be flexible with working hours | E | I |