December 2015

Dear Candidate

**Post: Research Grants Officer**

Thank you for your interest in this position. To apply, please complete the application form and equal opportunities form, and email to info@sarcoma.org.uk. CV’s won’t be considered.

The closing date for applications is **Thursday 28th January 2016**. Interviews will be held on **Thursday 11th February 2015**.

If you would like to discuss the role informally, please email info@sarcoma.org.uk or phone the office on 020 7250 8271 to arrange a time.

I hope that you will consider applying for this important role at Sarcoma UK, joining us in our work to transform the landscape for sarcoma.

Yours sincerely

Lindsey Bennister
Chief Executive
About sarcoma

What is sarcoma?
- Sarcomas are rare cancers that develop in the muscle, bone, nerves, cartilage, tendons, blood vessels and the fatty and fibrous tissues
- Sarcomas fall into three broad categories:
  - Soft tissue cancers
  - Primary bone cancers
  - Gastro-intestinal stromal tumours (a type of soft tissue sarcoma found in the stomach and intestines commonly known as GIST)
- There are around 100 different sub-types of sarcoma
- About 3800 new cases of sarcoma are diagnosed each year in the UK which makes up approximately 1% of all cancer diagnoses:
  - 3330 people are diagnosed with a soft tissue sarcoma (including GIST)
  - 500 people are diagnosed with a bone sarcoma

The current sarcoma landscape
- 10 people every day are diagnosed with sarcoma in the UK
- There are around 13000 people living with sarcoma in the UK
- Sarcomas make up 15% of all childhood cancers (0-14 years)
- Sarcomas make up 11% of all cancer diagnoses in teenagers and young people (15-24 years)
- In Scotland, just under 300 new cases of sarcoma are diagnosed each year
- In Northern Ireland, 100 new cases of sarcoma are diagnosed each year.
- In general, patients with a bone or soft tissue diagnosis tend to be younger than the majority of cancer patients
  - 16% of bone or soft tissue sarcomas are diagnosed in patients less than thirty years of age, compared to around 2% of all cancers*
  - 37% of bone or soft tissue sarcoma patients are aged less than 50 years*
- The five-year relative survival rate for all sarcomas is approximately 55%*
- There has been no significant improvement in survival rates for bone sarcomas in the last two decades*. There has been some improvement in survival rates for soft tissue sarcomas (from 48% to 56%) in the last two decades*, however overall survival is still poor compared to other countries e.g. Scandinavia and Italy, and other cancer types.

* England data ** Statistics from the West Midlands Knowledge & Intelligence Team (Public Health England)
About Sarcoma UK

Sarcoma UK is the only cancer charity in the UK focusing on all types of sarcoma.

Our mission
To increase knowledge and awareness of sarcoma through ground-breaking programmes that inspire involvement and transform the landscape for everyone affected by sarcoma.

Our Goals
1. More people will survive sarcoma
2. More will be known about the causes of sarcoma
3. Everyone affected by sarcoma will have access to the best treatment and care

We’re here to
1. We initiate change to raise sarcoma awareness and improve standards of treatment and care.
   - Sarcoma UK’s Sarcoma Voices network brings together people personally affected by sarcoma who want to help shape and improve sarcoma services and to raise awareness nationally and locally.
   - Sarcoma UK is active in the policy and campaigning world representing the experiences of sarcoma patients and lobbying for more awareness and improved standards of care.
   - Sarcoma UK works collaboratively on education initiatives for healthcare professionals with organisations including the British Sarcoma Group and the National Sarcoma Forum.

2. We seek answers through research.
   - Sarcoma UK funds scientific and medical research into the causes and treatment of sarcoma.
   - Sarcoma UK’s Research Advisory Committee is made up of leading sarcoma experts and scientists from all disciplines.
   - Sarcoma UK will have invested over £1 million* into ground-breaking sarcoma research projects at centres of excellence around the UK. (*in 2015)

3. We provide support & information for the sarcoma community.
   - Sarcoma UK’s authoritative information for patients and carers is accredited by the Department of Health Information Standard and developed with input from patients, carers and health professionals.
   - Sarcoma UK provides support to local sarcoma groups around the UK including in Scotland and Northern Ireland.
   - Sarcoma UK offers online support to patients and carers www.sarcoma.org.uk/Sarcoma-UK-Online-Support-Groups.
   - Sarcoma UK has an active Facebook and Twitter page where the sarcoma community can communicate with each other in a social online environment.
Our values

Community
We bring together everyone affected by, or with an interest in sarcoma into one strong, caring and mutually supportive sarcoma community. We are seen as a lifeline by some. We seek to inspire everyone in the sarcoma community to achieve our mission.

Expert
We use best practice in everything we do, ensuring that our work is accurate and informed by expert sources. We aspire to professional excellence to maximise impact.

Dynamic
We are a young charity that seeks to transform the sarcoma community through a dynamic and flexible team ethic.

Impact
We constantly monitor the impact of our work, making sure it meets the needs of our stakeholders and that our supporters' funds are used effectively.

Creativity
We push boundaries and seek new and creative ways to deliver our work to maximise its impact.

Partnership
We work collaboratively and in partnership with other organisations, healthcare professionals, scientists and researchers, both in the UK and overseas, to achieve our objectives.

Integrity
We are transparent in our work, and put patients and their needs at the heart of everything we do.
**Research Grants Officer**

The Research Grants Officer is a key new role at Sarcoma UK providing support to our expanding research grants programme.

Sarcoma UK’s first strategy ‘Transforming the Landscape for Sarcoma 2014 - 2020’ sets out our goals and strategic priorities including a research-related goal ‘*More will be known about the causes of sarcoma*’.

Research is at the heart of our charitable objectives. Thanks to the amazing generosity and support of the sarcoma community, Sarcoma UK’s profile and influence has grown significantly in the past four years. Income has increased fivefold to a forecasted £1 million in 2015. This has enabled us to invest more funds into research and introduce a new strategic approach to our research funding, maximising its impact.

To date, Sarcoma UK has funded 19 research projects, representing an investment of £786,000. In 2015 alone, we invested £350,000 into research in our annual call for proposals. We currently manage 9 open grants, worth £500,000.

Sarcoma UK has developed its research grants management programme significantly in the last few years. We are an active AMRC member, recently passing the AMRC Peer Review Audit which acknowledges that we only fund the highest quality research projects.

We are guided by our Research Advisory Committee, made up of leading scientists and researchers in the sarcoma and wider cancer fields.

The postholder will support and develop Sarcoma UK’s Research Programme. It is an ideal role for someone with a scientific background with an active interest in research who is looking for a role where they can make a real impact for people affected by sarcoma and their families.

**Our Research Strategy**

Sarcoma UK’s research programme aims to increase the total sarcoma specific knowledge in the UK. We encourage high quality, sarcoma specific research proposals that cover basic, translational and clinical research.

More information about our research work is available on our website: [www.sarcoma.org.uk/research](http://www.sarcoma.org.uk/research)
Job Description

Research Support Officer

Hours: Part-time, 3 days a week (22.5hpw)
Location: Old Street, London N1
Reports to: Director of Research, Information and Support
Salary: £25k pa (pro rata) plus 5% matched pension contribution

Job purpose:
To administer and support Sarcoma UK’s scientific research programme in order to maximise the charity’s investment and impact.

Duties and key responsibilities:

Sarcoma UK’s grants programme
• To administer the charity’s grant application processes under guidance from the Director of Research, Information and Support including: calls for proposals, peer review, communication with applicants, and administration around the grant awards to successful proposals.
• To provide administrative support to the Research Advisory Committee and any subsidiary groups, working with the Director of Research, Chair of RAC and its members.
• To disseminate information about Sarcoma UK’s grants programme widely to potential applicants.
• To support research communications activities, working with both the grant holders and Sarcoma UK’s marketing/communications team to ensure our research activities and outcomes are publicised widely across a variety of media.

Sarcoma UK’s portfolio of research grants
• To manage the charity’s portfolio of active research grants. This will include administration of newly awarded grants, monitoring scientific performance of current grants, and reporting on final outputs.
• To monitor the financial status of research grants.
• To monitor the outputs of research grants.
• To administer and co-ordinate research data including contacts, payments and reporting information on database systems and spreadsheets.

External relationships
• To maintain contact with all Sarcoma UK grant holders who have received funding and their host institutions to manage the awarded grants.
• To maintain positive relationships with Sarcoma UK’s Research Advisory Committee, potential grant applicants, researchers and scientists, and the wider sarcoma research world.

General
• To support the integration of the research programme across the charity as a whole.
• To support new work within the research team.
• Attend Sarcoma UK events and take part in Sarcoma UK’s wider work.
• Organise research-related events.
• The postholder will be working in a developing environment and he/she will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.
• The role will require occasional travel to meeting and events. Occasional weekend or evening work may also be required and time off in lieu will be given.
## Person Specification

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<tr>
<td><strong>Education, training, qualifications</strong></td>
<td>An undergraduate science degree preferable with a biomedical component</td>
<td>A postgraduate qualification (MSc, PhD, MD) or equivalent experience</td>
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<td><strong>Experience</strong></td>
<td>Use of Microsoft Word, Excel, PowerPoint, Outlook and other customised packages, including databases.</td>
<td>Experience of grant management gained either from working in a grant management environment in a charity or an academic setting.</td>
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<td>Ability or experience of research communications.</td>
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<td><strong>Skills and abilities</strong></td>
<td>The ability to work with a variety of people including: senior roles in academia and the medical field, patients, family members and other charity stakeholders</td>
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<td>Ability to work on own initiative and work effectively within a team.</td>
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<td>Ability to work calmly under pressure and prioritise work.</td>
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<td>Ability to represent Sarcoma UK confidently in a variety of environments including academia, medical, and the charity sector.</td>
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<td>Highly organised, with planning and project management skills.</td>
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<td><strong>Knowledge</strong></td>
<td>Understanding of a scientific or medical research environment</td>
<td>Awareness of the challenges in rare cancers.</td>
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<td>Awareness of the cancer research environment in the UK.</td>
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<td><strong>Other</strong></td>
<td>Commitment to improving the lives of people affected by sarcoma.</td>
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