



February 2019

Dear Candidate,

Thank you for your interest in this role at Guts UK charity and I hope you will find all relevant information enclosed in this pack. We've tried to give a good picture of where we are as an organisation and the kind of person we are looking for as we build our team.

I joined as CEO in April 2016. The charity was called Core and whilst it had a superb track record in funding medical research in the area of gastroenterology, it wasn't well known outside of medical circles. I was struck by how many people affected by digestive disorders would benefit by accessing the top quality patient-facing information available, so they don't suffer in silence or alone. How starting a national conversation about our guts and giving them the attention they rightly deserve was so very timely. We've changed our name and rebranded our mission as Guts UK so we can be more visible and accessible for those who need us. Guts UK is ready to put digestive health on the map.

We are now looking for new colleagues who can see the size of our ambition, share our vision and are ready to use their experience, skills and energy in raising our profile and income so that we can transform the levels of research into this important and often overlooked area of health. Could that be you?

You will join a small, professional and passionate team all equally fascinated by our subject and energised by the opportunity and challenge to grow Guts UK so that everyone affected by conditions of the gut, liver and pancreas can find us.

We look forward to hearing from you.

A handwritten signature in black ink that reads 'Julie Haringer'.

CEO, Guts UK Charity



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Research Manager Job Pack: Guts UK Charity

You will play a crucial role in driving, delivering and developing a new research strategy that will transform the landscape for research into gastroenterology.

Background

Guts UK's vision is of a world where digestive disorders are better understood, better treated and everyone who lives with one gets the support they need.

We provide expert information and raise awareness of digestive conditions and are the only charity in the UK that funds research on all conditions from top to tail.

Research into gastroenterology - the gut, liver and pancreas - is woefully underfunded and has been for decades despite digestive disorders being widespread in the UK population.

There is so much we still need to understand. The range of gastrointestinal conditions and disease is vast, from mildly troubling symptoms that may be a daily irritation, to devastating diseases such as pancreatitis and digestive cancers. Cancers of the liver, pancreas, oesophagus and stomach are four digestive cancers that remain in the category of the least survivable cancers, where they have languished for decades.

The Digestive Disorders Foundation was established in 1971 by Sir Francis Avery Jones to improve the lives of patients with gastrointestinal disorders, by raising funds for research and providing information and awareness. The first donation was £500 from its sister organization, the British Society of Gastroenterology (BSG) where we still sit today. The charity has invested more than £15 million into digestive health research to date. We are proud and active members of AMRC and supported by a respected and highly valued Research Awards Committee.

If the guts work, life works.

Our development:

It is an exciting time to join us, one of growth and development. We are a small but committed and passionate team working out of two offices in London and Yorkshire. The position of Research Manager is based in our London office.

These dual locations allow us to serve as a national charity. Guts UK is committed to building our team to better deliver services for people affected by conditions of the gut, liver and pancreas, raise more income and grow our research programme.



The challenge:

Today, the recently renamed and rebranded Guts UK charity raises around £500,000 a year. It's not nearly enough. It's now time to get some recognition for gastrointestinal conditions, raise a visible banner for those affected and redress the imbalance between the burden of gastrointestinal disease and the pitiful levels of research.

Guts UK is ready to put digestive health on the map. We are looking for a new colleague who can see the size of our ambition, share our vision and who is ready to use their experience, skills and energy to enable this transformation to happen. Could that be you?

The candidate:

We are seeking an experienced, talented and highly capable Research Manager. As a supporter-centric charity, we are seeking someone who is committed to ensuring Guts UK places those affected by digestive disorders at the centre of our decision-making.

As Research Manager, you will play a key role in championing new research into gastroenterology and promoting Guts UK. Confident in your role as Guts UK's research lead, you will take pride in supporting all parts of our research portfolio and contributing to the future strategic and organisational development of Guts UK.

Passionate about ensuring Guts UK is patient-centred in its work, working with other team members you will be instrumental in developing the role of 'Patient Research Ambassadors'. By taking complex medical research and making the outcomes accessible and inspiring, you will thrive on the opportunity to communicate with supporters, patients and the public in an informative and compelling way.

Coupled with the ability to contribute strategically, we are also seeking an operationally capable individual who will undertake the line management of the Research Grants Officer (to be appointed) and oversee grant finance and management reporting processes. Our ideal candidate will be able to effectively engage with internal and external colleagues such as fundraisers, journalists and other research professionals, creating networks and expanding Guts UK's reach as they progress within the role.



Job Description

Job Title:	Research Manager
Salary:	£35k - £38k D.O.E.
Hours:	Full time 37.5 hours
Function & Department:	Research
Reports To:	CEO
Location:	London Office
Benefits include:	Up to 5% pension, 27 days holiday

Job Summary

Supported by the Trustees, CEO and Guts UK's Research Awards Committee, the Research Manager takes overall responsibility for driving, expanding and delivering our research programme to meet the strategic aims of the charity. An excellent communicator who can make complex science accessible to all, this role promotes gastroenterology as a research priority and Guts UK as the charity to champion in this field. Along with other team members, the Research Manager will be responsible for embedding a culture of PPIE within Guts UK, which is the engagement, involvement and participation of the public and patients in our research portfolio to improve the quality of Guts UK's research, how it is designed, conducted and delivered.

Essential Duties & Responsibilities

Leadership & Communications

- Contribute directly to support Guts UK's future organisational and strategic development
- Act as Guts UK's research expert, supporting all aspects of our digestive disorders research portfolio
- Act as the authoritative voice for Guts UK, effectively communicating, presenting and promoting our research to a wide range of stakeholders and supporters to inspire and engage support
- Deliver content for Guts UK's website, social media, newsletters ensuring the scientific accuracy of internal/external publications
- Produce high quality campaigns, translating scientific information into content that inspires public support

Patient-centred Research

- Lead on the recruitment, training and development of Guts UK's 'Patient Research Ambassadors'. Ensure suitable opportunities are available for Patient Research Ambassadors to contribute to Guts UK's research strategy, to be involved and engaged in research and monitor impact



Research & Strategy Management

Lead on the development and implementation of the new research strategy for Guts UK by:

- scoping and developing funding calls, developing themes and priorities
- managing feedback and award process inline with outcomes from the Research Awards Committee meetings
- advertise and promote all grant rounds, building networks and contacts
- proactively identifying organisations/ individuals with whom Guts UK may engage and form partnerships with, to leverage greater impact for Guts UK's research spend
- managing collaborations and partnerships with other charities/organisations and partner funders
- proactively identifying funding opportunities for the research programme
- monitoring and evaluating the progress of Guts UK's research, dealing with all enquiries from grant holders
- impactful and accessible sharing of the results of research projects internally and with the Research Awards Committee and externally as required
- identifying opportunities for Guts UK to contribute to research across the UK
- ensuring the delivery of an effective and comprehensive peer review process
- ensuring all contractual obligations are met by grant holders, maintaining up to date processes and terms and conditions for all applications and grant holders and building good relationships with researchers
- organising and attending research visits for staff, supporters, funding partners
- measuring, determining and communicating the impact of our research programme and investment for all stakeholder audiences
- contribute to the shaping and delivery of future research application and award processes

Grant Finance Management & Reporting

- oversee the processing of all grant applications, the monitoring and evaluation of the successful grant awards
- lead on the implementation and maintenance of the grant application/management database
- assist with the reconciliation of all grant financial information ensuring that it is ready for auditing purposes

People & Relationship Management

- Provide direct line management to the Research Grants Officer to ensure effective management of the research programme
- Build and develop the charity's brand recognition and profile in research communities
- Identify and build new relationships and liaise with: clinicians, nurses, health care professionals and scientists to develop an active and engaged gastroenterology research community and promote gastroenterology as a research priority
- Develop productive and beneficial relationships within the wider medical research community and beyond that will benefit Guts UK's objectives
- Work collaboratively with fundraising colleagues to inform and create compelling



cases for support in order to raise significant funds for research objectives from: trusts, major donors, individuals and companies

- Represent and promote Guts UK at research meetings, conferences and visits

Policy & Scientific Events

- Monitor and report on research developments in the field of digestive disorders by attending courses, conferences and seminars as appropriate
- Use knowledge gained to determine priority areas where Guts UK may affect positive outcomes for patients
- Act as Guts UK's spokesperson and help to brief and direct journalists as appropriate.
- Support the delivery and development of Guts UK's Science of Digestion public awareness and engagement events throughout the UK

Additional responsibilities:

- Contribute to the on-going development of Guts UK charity and its values.

Person Specification *(all criteria are essential unless otherwise indicated)*

Qualifications

- Educated to undergraduate degree level, preferably with a post-graduate degree in a relevant scientific field
- Have 3 or more years' experience leading on scientific research management or equivalent experience such as managing a research group within a relevant field, either in the context of a medical health charity or in a research environment

Experience

- Managing people e.g. undertaking performance management and appraisals
- The research grant award process, either as a practitioner, research committee member or research administrator
- Successfully engaging, developing relationships and collaborating effectively with a cross-section of stakeholders including: trustees, scientists, clinicians, colleagues, donors, the general public and patients
- Direct research experience also seen as desirable though not essential

Knowledge & Skills

- Able to think strategically
- An excellent communicator both written and verbal with the ability to translate research findings into accessible and easily interpretable, relevant outcomes for patients and the general public e.g. by demonstrating direct impact of research outcomes for patients
- People skills to enable relationship building with stakeholders and collaborative working with colleagues
- A highly organised individual and able to work independently to plan own time and ensure tasks are completed on time and to a high-standard (self and direct report)
- An ability to manage and respond quickly to changing/competing priorities



- An understanding of the research funding environment in the UK/internationally
- An understanding the challenges of research into gastroenterology (desirable)
- IT skills to be a competent user of Microsoft Office, as well as Wordpress
- Social media literate
- Able to use and manage financial information
- Speaking and presentation skills to be a proactive ambassador for Guts UK at conferences and events

Attributes & Approach

- Able to travel throughout the UK when required with some overnight stays occasionally
- Able to work some evenings and weekends as required
- Be committed to and passionate about improving the lives of people affected by digestive disorders
- Have a 'can do' attitude, mindful always of 'who' we are doing it for
- Show innovative thinking and be able to conceive and implement new ideas and projects to further raise the charity's profile

Notes:

Guts UK reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided without altering the general character or level of responsibility. The above list of responsibilities is not exhaustive and may change to meet the needs of the organisation.

If you have a disability which means you are unable to meet some of the job requirements, specifically, because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

You must be eligible to work in the UK at the time of application. If you are invited to interview, you will be asked to bring the original documentation that proves your right to work in the UK.

How to apply for this position

Deadline for applications: Monday February 25th 2019 by 5pm.

Send an up to date CV and cover letter detailing how your experience and skills match the requirements of the job description and the person specification criteria as well as why you want to work for Guts UK to info@gutscharity.org.uk

We look forward to hearing from you.

www.gutscharity.org.uk