



**Solving  
Kids'  
Cancer  
UK**

**JOB PACK  
Research Manager  
(maternity cover)**



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**We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive**



## Welcome

Dear Applicant

I'm delighted that you're interested in working for Solving Kids' Cancer UK. Included in this pack is some background information about the charity along with details of the job role.

Solving Kids' Cancer UK is a very special charity with a dedicated and passionate team – we are proud of our parent-led ethos, which means that we have parents with lived experience of neuroblastoma working at every level of our charity, from volunteer to employees and within our Board of Trustees. This means that the work of our charity is always informed by those who have first-hand experience of neuroblastoma and ensures we remain focussed on addressing the challenges faced by the people who need our support most.

The charity actively supports and prioritises the wellbeing of our team and a range of support is available including flexible working arrangements and access to training and personal development opportunities.

It is a truly exciting time to be joining us as we have been on a transformational journey in recent years, launching a new strategy in 2022 and a brand re-fresh in 2023. During the course of our current five-year strategy, Solving Kids' Cancer UK will remain neuroblastoma focussed, but with flexibilities to operate more broadly in support of children with cancer. We are working with existing and new partners, having launched our most ambitious research funding award to-date with a focus on accelerating more effective treatments. We are aiming to reach all families of children diagnosed with neuroblastoma in the UK, providing a broader range of practical, emotional and financial support at any point of their journey. And we are continuing to advocate for children and their families affected by childhood cancer, launching our first public affairs strategy in 2023 to more boldly champion the needs of all children diagnosed with childhood cancer.

If you're excited about joining our team, and want to help us to achieve our vision where no child dies from the childhood cancer neuroblastoma or suffers due to the treatment they receive, please consider applying.

We look forward to hearing from you.

A handwritten signature in black ink, appearing to read "G. Jackson", with a long horizontal flourish extending to the right.

**Gail Jackson | Chief Executive Officer**





## About Solving Kids' Cancer UK

Solving Kids' Cancer UK is a small but mighty charity with children firmly at its heart. We are fighting for a future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

Neuroblastoma is a rare and complex childhood cancer, around 90% of neuroblastoma cases occur in children younger than five years of age. It is the most common cancer in infants. The work of Solving Kids' Cancer UK is parent informed and we develop our services in response to the needs of the community we work with.

Our organisation is passionate about speeding up pioneering clinical research that will save lives and improve outcomes for children. As a parent-led charity we are uniquely placed to use our influence and reputation alongside our accredited research funding framework to make a difference for children now and in the future.

Our Family Support Service provides emotional, practical and financial support, and impartial information on the latest treatments available and supports families to access their choice of treatment options for their child.

We are a voice for children and their families. In every conversation we amplify their voice and ensure children are at the heart of all we do. We will not stop until children with neuroblastoma, in the UK and beyond, have access to the treatment they need and we need the very best people to help deliver our vision.





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## Vision, mission and strategy

### Vision

A future where no child dies of the childhood cancer neuroblastoma or suffers due to the treatment they receive.

### Mission

Helping those affected by neuroblastoma, an often aggressive and deadly childhood cancer, by

- **Initiating and funding** best-in-class clinical research
- **Providing hope**, information, and support to families throughout their cancer journey
- **Raising awareness** of childhood cancer, advocating and campaigning for positive change.

### Strategy

Our strategic plan 2022 - 2027 has been informed by our stakeholders and developed in line with our vision; ensuring we have a blueprint for our growth, sustainability and stability into the future. Our strategy is driven by three key pillars: **Research, Support and Awareness.**

#### STRATEGIC PLAN 2022-2027



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#### Our strategy

To underpin the delivery of our five-year strategy, our work will be guided by an internal implementation plan centred around three key enablers and a clear focus on our vision and values.

##### Sustainable

We will ensure our charity remains financially robust to deliver against our strategic objectives, securing the funds required.

##### Good governance

We will continue to build a strong culture of compliance, transparency and continuous improvement at all levels of the organisation.

##### Impact

We will measure and showcase the impact of our work and demonstrate return on investment to our supporters.

#### Our work is driven by three key pillars

##### Research

###### Accelerate clinical trial development

We will focus on the development of new treatments by investing in clinical research and working with valued partners for maximum impact.

###### Prioritise the needs of children

We will engage with families to identify areas of unmet need, challenging experts to find solutions and work together to deliver maximum impact through the research we fund.

###### Foster collaboration

We will build and strengthen international partnerships to share expertise, best practice and resource, whilst building knowledge.

##### Support

###### Reach ALL families

Every family of a child diagnosed with neuroblastoma in the UK will have access to our support service from the point of diagnosis.

###### Broaden range of support

We will develop and expand our support offer in line with what families tell us they need.

###### Inform and support decision making

We will ensure families have access to the most current and scientifically robust data from around the world and support their decision to access the best treatment possible.

##### Awareness

###### Research advocacy

We will amplify the voice of the children and parents, seeking to advance science and understanding of the disease alongside patient-centric research.

###### Patient advocacy

We will champion the needs of individual children and their families, providing parent-led support around decision-making to improve treatment outcomes.

###### Awareness and campaigning

We will raise the profile and support the treatment needs of children with neuroblastoma and other childhood cancers with the general public, government and public bodies.

#### Our values

**Caring  
Transparent  
Collaborative  
Inclusive  
Determined  
Hopeful**



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## Values



### Transparent

We are open and honest about all that we do and how we do it.



### Caring

We care passionately about children with neuroblastoma and their families and all those who care for them, including our staff, volunteers and supporters.



### Collaborative

Relationships are at the heart of our work – from the children and families we work with to the individuals, organisations and networks that are involved in their care.



### Inclusive

Our services are developed to ensure they meet need and we aim to make them accessible to all.



### Determined

We lead with tenacity and are unfaltering in our drive to help, support and fight for children with cancer.



### Hopeful

We have a strong sense of optimism and hope is at the heart of all that we do.





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## Our team

### Board of Trustees

Nick Bird

David Coulon

Matt White

Aine McCarthy

Alex Lane

Joey Tabone

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### CE

### Chief Executive Officer

Gail Jackson

### Executive Assistant

Georgina Clark

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### Finance

### Director of Strategic Finance

Gemma Wadsley

### Senior Finance Manager

Sue McGregor-Ogden

### Finance Officer

Ed Fordham

### Finance Assistant

Val Wood-Brignall

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### Operations

### Head of Operations

Claire Hislop

### Database Manager

Nicholas Leverton

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### Family Support

### Head of Family Support Services

Vicky Inglis

### Family Support Coordinator

Hayley Blackwell

### Family Support Coordinator

Samantha Wilkinson

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### Research and Awareness

### Head of Research

Leona Knox

### Research Manager

Leah Ambler

### Public Affairs and

### Advocacy Lead

Emily Hall

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### Fundraising and Engagement

### Head of Fundraising & Engagement

Danielle  
Russell

### Fundraising Campaigns & Comms Manager

Laura Nott

### Communications and Campaigns Manager

Vacant

### Relationship Manager

Anna Austin

### Community & Events Fundraising Manager

Sophie  
Anderson  
(maternity leave  
until Oct 2024)

### Community & Events Fundraising Officer

Simran  
Panchal

## Key role information

<b>Job title</b>	Research Manager (maternity cover)
<b>Location</b>	Home based with some national and international travel as required by the role (as well as attendance at quarterly in-person team meetings)
<b>Hours</b>	Full-time, 35 hours / week
<b>Salary</b>	Circa £35,000 (FTE per annum), commensurate with experience
<b>Contract type</b>	Fixed term, 12 months
<b>Probation period</b>	6 months
<b>DBS check</b>	Basic
<b>Department</b>	Research
<b>Responsible to</b>	Head of Research
<b>Responsible for</b>	NA

## What we offer

- Informal flexible working
- 5% employer pension scheme contribution
- 32 days holiday inclusive of bank holidays with opportunity to buy additional leave
- Access to 24/7 confidential helplines for counselling and legal and tax advice
- Wellbeing check-ins with manager and optional Wellbeing Action Plan
- Regular staff survey for the opportunity to feedback experiences and make suggestions
- Regular opportunities to meet in-person as departments and the full team
- Training opportunities – we care about our staff and volunteers and encourage opportunities for professional development
- A child-centred charity with a passionate and dedicated team



## Research Manager (fixed term)

### Job purpose summary

- Manage a portfolio of international childhood cancer research projects, engaging stakeholder expertise where appropriate and providing administrative, operational, and relationship management support.
- Monitor and evaluate the impact of Solving Kids' Cancer UK's patient-centric research programme, working closely with the Communications and Campaigns Manager to effectively communicate this to a wide range of audiences.

### Key responsibilities

The Research Manager role will work closely with the Head of Research to support the delivery of Solving Kids' Cancer UK's Research Strategy, including the following activities:

- Monitor delivery of ongoing projects, working closely with researchers to understand challenges, identify solutions, and escalating issues as appropriate.
- Preparation of regular progress reports, including for collaborative funding partners and the Board of Trustees of Solving Kids' Cancer UK.
- Administer aspects of the Solving Kids' Cancer UK funding award process, including management of open grant calls.
- Maintain standards of research management compliant with the Association of Medical Research Charity (AMRC) guidelines.
- Develop methods and facilitate collection of metrics to measure the impact of Solving Kids' Cancer UK's growing research portfolio, working closely with the Communications and Campaigns Manager to communicate impact.
- Represent Solving Kids' Cancer UK externally, speaking on behalf of the charity as requested.
- Work closely alongside the Head of Research in the charity's wider research programme and delivery of other work, as necessary.



## **General duties and responsibilities**

- Maintain the ambitious standards and reputation of Solving Kids' Cancer UK, working diligently to deliver real and lasting change for children and families affected by neuroblastoma.
- Work in co-operation with other staff members, adhering to all policies and procedures, including Equal Opportunities.
- Participate in regular one to ones and appraisal meetings with the line manager.
- Participate in any internal/external meetings as required.
- Maintain accurate records and prepare timely monitoring and reports as required for Solving Kids' Cancer UK.

Specific duties and responsibilities of this job description are not restrictive, and the post holder will be expected to undertake any other duties as required.

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## Role specification

Experience/Knowledge/Skills/Attributes	Essential	Desired	Method of Assessment
Working for, or closely with, a research funding body or charity		✓	Application Form/ Interview
Professional or lived experience of childhood cancer		✓	Application Form/ Interview
Using a CRM to record key communications, actions and milestones		✓	Application Form
An organised and diligent approach, with the ability to work to deadlines	✓		Application Form/ Interview
A team-player, capable of self-motivation and working independently	✓		Application Form/ Interview
Ability and willingness to engage and maintain relationships with key stakeholders e.g., researchers, collaborative funding partners, and other childhood cancer organisations	✓		Application Form/ Interview
Excellent written and verbal communication skills	✓		Application Form/ Interview
Personal resilience	✓		Application Form/ Interview
Able to ask for help and offer help as and when needed	✓		Interview
Computer literate - Microsoft packages	✓		Application Form
A shared passion for our vision, mission and values	✓		Application Form/Interview
A passion for medical research which delivers benefit to patients	✓		Application Form/Interview
Committed to delivering excellent, consistent, and professional standards	✓		Application Form/Interview
A flexible and positive approach and a willingness to work outside of core hours as needed	✓		Application Form/Interview
Committed to reflection and learning – willing to receive feedback and respond well to constructive criticism	✓		Interview



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## How to apply

If you would like to apply for the Research Manager role (maternity cover), please complete and submit an **Application Form** highlighting your suitability for the position in the Supporting Statement. You can access our HR Privacy Notice [here](#).

Please send your **Application Form** to [claire@solvingkidscancer.org.uk](mailto:claire@solvingkidscancer.org.uk)

We also invite you to complete and return an anonymous **Diversity Monitoring Form**, which is an online form accessible [here](#). The information contained in the questionnaire will be treated as confidential and will be used to monitor and drive our work towards our diversity and inclusion commitments.

If you would like an informal conversation with Leona Knox, Head of Research, before applying, you can contact Leona via [Leona@solvingkidscancer.org.uk](mailto:Leona@solvingkidscancer.org.uk)

**If there are any adjustments that would help you to engage with the recruitment process, please let us know.**



## Recruitment timetable

We aim to keep to the timetable outlined below.

**Applications open:** 22 May 2024

**Applications close:** 17 June 2024, 11:59pm

**Shortlisting:** w/c 17 June 2024

**Interview:** w/c 1 July 2024 (London office)

Shortlisted candidates will be invited to an interview. The panel will comprise Leona Knox, Head of Research and Gail Jackson, Chief Executive.

Candidates successful at the first interview, may be invited to attend a second interview.





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### **We are an equal opportunity employer**

We welcome and invite applications from all suitably qualified candidates, regardless of age, disability, gender or gender reassignment, marriage/civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation. We invite applicants to let us know how we can help them better engage with the recruitment process.

### **We are a safeguarding charity**

Our work and practice are underpinned by safeguarding principles with the aim of protecting children and young people and enhancing their welfare. Solving Kids' Cancer UK always works in accordance with legislation, statutory guidance and best safeguarding practices. A basic criminal record check is required for all staff, trustees and volunteers.

### **We are a parent-led charity**

Solving Kids' Cancer UK is a parent-led charity and actively encourages applications from the parent community with lived experience of neuroblastoma and/or other childhood cancers.



[solvingkidscancer.org.uk](https://solvingkidscancer.org.uk)



[Solving Kids' Cancer UK](https://www.linkedin.com/company/solving-kids-cancer-uk)



[SolvingKidsCancer365](https://www.facebook.com/SolvingKidsCancer365)



[skc365](https://www.instagram.com/skc365)



[SKC\\_UK](https://twitter.com/SKC_UK)

Solving Kids' Cancer UK is a registered charity in England and Wales (1135601), and in Scotland (SCO45094). It is a company limited by guarantee in England and Wales (7208648).