

## Job Description

### Senior Research Manager

#### Organisation Overview

Meningitis Research Foundation is an international health charity headquartered in the UK, driven by a passionate mission to prevent the devastating impact of meningitis. Founded by individuals whose lives were profoundly affected by meningitis, we are dedicated to enabling positive change by uniting people and knowledge to save lives. The Confederation of Meningitis Organisations (CoMO) is our worldwide network of people and groups who are driven by a shared purpose to defeat meningitis. By coming together to share their diverse experience and expertise, they are a formidable global force against this life-threatening condition.

#### Role Purpose

A key role in our Research team, the Senior Research Manager will be responsible for developing and managing our research grants programme, in alignment with our new research strategy. Alongside this, you will manage our genomics programme of research, which includes an exciting multi-stakeholder, international project, designed to understand barriers and opportunities to use of whole genome sequencing in low- and middle-income countries.

#### Reporting

This role reports to the Head of Research.

#### Key Responsibilities

##### Research strategy

- In collaboration with the Head of Research, support implementation of our new research strategy
- Identify and on-board SAP members with relevant expertise to new research strategy

##### Management of grant calls and peer review process:

- The Research Manager, with support from the Senior Research Officer, will take responsibility for overseeing launch of grants rounds and co-ordination of peer review procedures, in alignment with AMRC requirements.
- Lead on the development and maintenance of all application, peer review and grant management procedures

##### Research grant management and governance:

- The Research Manager, with support from the Senior Research Officer will over-see and administer post award processing, monitoring and governance of successful grant applications

### **Research leadership:**

- Support the Head of Research to identify and respond to relevant meningitis research consultations in the UK and internationally
- Work with Head of Research to identify, monitor and respond to developments on the UK and international research funding environment
- Collaborate with Health Insights and Policy colleagues, to enable research to inform MRF's policy positions
- Represent MRF on relevant sector bodies and working groups
- Present to high level external stakeholders about our work

### **Build an approach to strengthen involvement of those with lived experience in research:**

- Identify and develop opportunities for those with lived experience with MRF funded and externally funded research
- Work with the Head of Research to develop a Patient and Public Involvement strategy

### **Management of genomics research programme:**

- Setting up and maintaining partner contracts
- Monitor project progress
- In collaboration with colleagues in the Finance department, ensure finances are effectively reported on and managed
- Lead the preparation of papers and briefings for meetings, produce meeting minutes, and maintain action log
- Responsible for coordinating submission of quarterly reports to funders
- Work with the Research Interpretation Manager to produce web content on our genomics research programme.
- Support provision of the secretariat function for Global Meningitis Genome Partnership
- Identify opportunities for collaboration in the field of meningitis genomics research

### **Qualifications**

- A degree in relevant biomedical science or equivalent experience
- Previous experience of performing peer review and grant management, ideally in line with Association of Medical Research Charity (AMRC) requirements
- Strong knowledge of UK research funding environment
- Demonstrable management skills or a professional project management qualification

- Budget management experience
- Solid organisational and time management skills, with the ability to manage multiple priorities and deadlines.
- Ability to work independently
- Excellent time management skills and ability to prioritise competing demands

Meningitis Research Foundation is an equal opportunities employer. We welcome applications from all qualified individuals regardless of race, ethnicity, gender, sexual orientation, disability, religion, or age.

### Location

Remote or Hybrid (Bristol office)

### Annual salary

£40,000 to £43,999 per annum, depending on qualifications and experience, including 2% employee pension contribution + 6% employer pension contribution. Salary is paid in arrears on or around 25<sup>th</sup> of each month.

### Contract Type

Fixed term until 31 March 2027. This post is currently funded from reserves. If funding allows, the post could be made permanent following the end of this contract

### Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday. Occasional unsociable hours.

### Annual Leave

25 days annual leave and statutory & public holidays. The Charity's holiday year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

## About Meningitis Research Foundation (MRF)

Over the past 30 years MRF has developed into the world's leading meningitis charity working both in the UK and internationally to defeat meningitis wherever it exists.

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems. We provide direct support to people and families affected. We believe that working in partnership, the knowledge, experience, skills and finance available from

the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Our flagship work includes:

- Being a member of the WHO Technical Task Force to [defeat meningitis by 2030](#).
- Running the [Confederation of Meningitis Organisations](#) (CoMO) which represents over 125 like-minded members in more than 50 countries.
- Hosting a one-stop-shop for the best data for modelled estimates on burden of meningitis called the [Meningitis Progress Tracker](#), now used over 50,000 times in more than 100 countries.
- Co-leading on the advocacy and engagement pillar of the new global road map with UNICEF.
- Providing a secretariat support function for the [Global Meningitis Genome Partnership](#) building on the establishment of the Global Meningitis Genome Library.
- Delivering an internationally renowned [research conference](#) every 2 years showcasing latest cutting-edge research on meningitis from around the world.
- [Funding research](#) into meningitis, especially related to genomics and the lifetime impact of meningitis.
- Providing a world class website and support service that has over 2 million uses each year.

## Our values

Our values are extremely important to us and mean far more to us than words on a page.

### We are evidence-led.

We pride ourselves on being grounded in facts. Research and evidence are at our core and remain essential to our work today – guided by our panel of scientific advisors and disease specialists. This approach ensures we provide considered responses to the challenges brought about by the disease, wherever they may be found.

### We operate with integrity.

To the people we support and work with, we are a trusted source of information and learning. We weigh all of the evidence and operate with openness and transparency to exceed expectations and deliver the best services and responses - be that helping a family or working with health organisations around the world.

### We pursue our goals with determination.

We will not stop until we defeat meningitis. We will relentlessly seek answers, work tirelessly with purpose and are driven by those we help. Our dedication enables the best modern science, research and on-the-ground learning to work in the positive interests of individuals, families and communities impacted by meningitis and septicaemia, both here in the UK and in communities around the world

### We are a passionate advocate.

We are a united voice against meningitis and septicaemia and a dedicated champion for those it affects. We exist to ensure that the voices of our members, supporters and those impacted by meningitis and septicaemia in the UK and around the world, are heard and not forgotten. We are highly focused in our

work and inform and advise health policy and practice, driven to make a contribution to reducing the burden of the disease and its aftermath.

### We collaborate to make progress.

We believe in partnership and collaboration. Whether we are supporting individuals and families who have been impacted by the disease, working with international funding partners or supporting on-the-ground health teams working in challenging environments, we combine resources and expertise to deliver the very best results. We share the knowledge we've gained through more than 30 years of work to support and enable those impacted by or battling to defeat the disease.

### We act with compassion.

We are driven by the stories of those we work for and with. We care deeply, listen and take the best action for each unique circumstance. Whether it's providing direct support, finding the right information, or campaigning for the change that will make a real difference.

More information can be found on the MRF [website here](#).

## About meningitis

Meningitis and septicaemia are serious, life-threatening illnesses. Meningitis is the swelling of the meninges, which is the lining around the brain and spinal cord, caused mainly by germs entering the body. Septicaemia is blood poisoning caused by the same germs that can cause meningitis and this blood poisoning causes sepsis. Meningitis and septicaemia can kill in hours. Anyone, anywhere of any age can get meningitis and septicaemia, although some people are at higher risk than others.

Together, meningitis and neonatal sepsis (sepsis in babies under 1 month old when it is difficult to distinguish from meningitis) are the world's second biggest infectious killer of children aged under 5. They kill more under 5's than malaria as well as being a leading cause of moderate to severe intellectual disability worldwide.

The impact of the disease can be devastating for individuals and families. When we ask them what they want us to do on their behalf, families commonly say "Please make sure no one else has to go through what we have".

## Application process

**All candidates are requested to submit a covering letter, explaining why you think you are suitable for this role and a CV.**

Applications are particularly encouraged from candidates that may previously have, or feel like they have, experienced being excluded from generally advertised roles due to their gender, ethnicity, disability status or sexual orientation.

Interviews will be in person in our central Bristol office. Candidates with individual access or disability support requirements are encouraged to communicate their needs, to enable support to be provided throughout the interview process.

If you have any questions, or would like to discuss the role further, please contact HR by emailing [hradmin@meningitis.org](mailto:hradmin@meningitis.org) detailing the role you are applying for in the subject heading.

Please return applications via e-mail to [hadmin@meningitis.org](mailto:hadmin@meningitis.org)

Closing date for applications is 29h of November 2024.

Meningitis Research Foundation is committed to safeguarding, and any advertised role will require references, confirmation of your identity and your right to work in the UK. Following receipt of satisfactory references, the successful candidate will be able to start work soon after receiving their offer of employment.