

Sarcoma UK
The bone & soft tissue
cancer charity

Application Pack

Director of Research and Policy



September 2019



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Dear Candidate

Post: Director of Research and Policy

Thank you for your interest in this position. It is a really exciting time for Sarcoma UK and the sarcoma community. Despite being a young, relatively small organisation, Sarcoma UK has seen strong, year-on-year growth (both in terms of income and impact) and we have an exciting future. To apply, please initially send a copy of your CV to Tim Hamilton-West tim@whitonmaynard.com.

The closing date for applications is **12pm on Friday 25 October 2019**. Interviews will be held on **Monday 11 November 2019**, at our Head Office in Old Street, London N1.

Information about our work is available on our website: www.sarcoma.org.uk and through our social media channels.

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

Richard Davidson
Chief Executive



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ABOUT SARCOMA

1. Sarcomas are uncommon cancers that can affect any part of the body, on the inside or outside, including the muscle, bone, tendons, blood vessels and fatty tissues.
2. 15 people are diagnosed with sarcoma every day in the UK. That's about 5,300 people a year.
3. There are around 100 different sub-types of sarcoma.
4. A key symptom of sarcoma is a lump that is increasing in size, often quickly.
5. Sarcoma diagnoses now make up about 1.3% of all cancer diagnoses in the UK.
6. The majority of people are diagnosed when their sarcoma is about the size of a large tin of baked beans (10cm)
7. Sarcoma survival rates have been very gradually increasing over the last two decades in the UK. The five-year survival rate for sarcoma is 55%.



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ABOUT SARCOMA UK

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

Our mission is to amplify sarcoma awareness, inspire involvement, and fund ground-breaking research to transform the lives of everyone affected by sarcoma.

1. Sarcoma UK works with patients, carers, supporters, health professionals and researchers to drive awareness of sarcoma, promote early diagnosis and improve patient experience.
2. Sarcoma UK has pledged to invest over £3 million into sarcoma research by 2020 with the aim of finding effective treatment for the disease within the next 10 years.
3. Sarcoma UK is the only UK charity providing personal support and expert information on sarcoma through our specialist nurse-led national Support Line and accredited patient information.
4. Sarcoma UK aims to increase survival rates by at least 10% by 2020. Early diagnosis saves lives.
5. Sarcoma UK provides education and training for GPs to help them recognise the symptoms of sarcoma.



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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.



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Director of Research and Policy

The Director of Research and Policy is an extremely important role at Sarcoma UK. This role will lead the development and implementation of our research and policy & public affairs strategies and oversee the delivery of our plans and activities in these areas. You will also be a member of our Senior Management Team contributing to the wider organisation's success as well as managing your team.

Since the charity was established in 2010 we have seen impressive year on year growth in terms of our reach, our offer and our impact as well as our income. We launched our Support Line in 2016, the Sarcoma Clinical Trials Hub in 2018 and we have invested over £2million in sarcoma research to date. We will invest £890,000 into research this year.

We aim to spend £1million on our research portfolio next year and will work with partners to both strengthen that research and improve outcomes for patients. Our 2018-21 organisational strategy outlines three priorities: research; information and support; and awareness and campaigning. The successful candidate will play an important role in helping us develop a dynamic, new strategy for Sarcoma UK as well a robust research strategy.

We are keen to find someone with research and public affairs experience who is looking for an exciting new role where they can make a real impact and help us reach our ambitious targets. Our ideal candidate is someone who has a passion for high quality research which increases knowledge and practice. They will be keen to influence public policy for this rare cancer and committed to improving the lives of sarcoma patients and their families.



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Job Description: Director of Research and Policy

Hours: Full-time (37.5 hours per week)
Location: Office based - Old Street, London N1
Reports to: Chief Executive
Direct reports: Research Grants Officer and Policy and Public Affairs Manager
Salary: c£50,000 p.a. (depending on experience)
Benefits: Up to 5% matched contribution to Sarcoma UK pension scheme; interest-free season ticket and bicycle loan. 25 day's holiday entitlement per annum plus bank holidays and the working days between Christmas and New Year.

Job Purpose

Responsible for the strategic direction, leadership and management of the Research and Policy Departments, including; the Sarcoma UK Research Programme, and development of policy and campaigns.

To contribute to the development of the charity as part of the Leadership Team.

Duties and Key Responsibilities

Strategic leadership

- To ensure the work of the Research and Policy Department is focused on delivering the targets set out in "Changing the landscape for sarcoma", Sarcoma UK's 6-year strategy and any new strategy documents.
- To scan the horizon and identify new opportunities for development.
- To report to the Board of Trustees about progress against strategic objectives.
- To contribute to the senior leadership of Sarcoma UK as a member of the Leadership Team:
 - Sharing responsibility for overall organisational performance and ensuring that Sarcoma UK's strategic objectives and decisions are well informed, clear, implemented on time and within budget.
 - Operating a management culture that is performance based but also supportive.



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- Promoting Sarcoma UK's values and brand to internal and external audiences.
- Deputising for the Chief Executive as required.

Leadership of the Department

- To develop and implement an annual plan for the department that reflects agreed strategic priorities and contributes to the charity's overall annual business plan.
- To establish effective systems for monitoring, evaluating and reporting progress against the business plan and strategy.
- To prepare, manage and regularly review the departmental budget.
- Oversee the development of and implementation of policies and practices relating to delivery and operation of the department. Establish review and audit programme where appropriate.
- To provide line management and day-to-day support for the Research Grants Officer and Policy staff.

Leadership of the Scientific Research Programme

- To manage and develop Sarcoma UK's scientific research programme in order to maximise the charity's investment and impact.
- To work with the Research Advisory Committee to develop, review and implement the charity's research strategy and to influence the development of a UK-wide research strategy for sarcoma.
- To manage the charity's grant application processes ensuring that the highest quality research is identified and funded.
- To manage the charity's portfolio of active research grants including monitoring and evaluation of grant progress and reporting.
- To work with Sarcoma UK's Communications team to ensure our research activities and outcomes are communicated effectively.

Leadership of the Policy Programme

- To develop and lead the policy programme for Sarcoma UK.
- In conjunction / liaison with Communications develop campaigns to bring change for sarcoma patients and meet our strategic aims.
- To increase visibility of sarcoma through influencing and lobbying in UK government and devolved nations.



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- To develop and manage cohort of ambassadors / spokespeople to brief and influence on behalf of the charity.

Building Relationships

- To network, establish and maintain professional relationships with key external bodies, stakeholders and to develop partnership working opportunities when appropriate.
- To represent the charity externally at conferences and meetings, and to the media.
- To ensure the charity's research and policy activities are integrated across the charity and enhance marketing and fundraising objectives.
- To establish and maintain professional relationships internally, leading by example and reflecting Sarcoma UK's values.
- Effective line management of the Research Officer and Policy Manager.

General

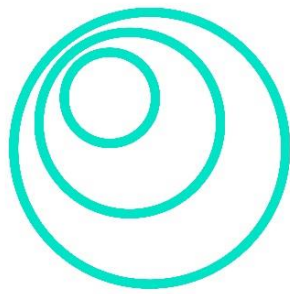
- To maintain an up-to-date knowledge of developments across the sector.
- The post holder will be working in a developing environment and s/he will therefore be required to undertake other appropriate duties as necessary for the efficient operation of Sarcoma UK.
- The role will require occasional travel to meeting and events. Occasional weekend or evening work may also be required and time off in lieu may be given. Please consult the Staff Handbook for details of Sarcoma UK's TOIL policy.



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Person Specification

	Essential	Desirable
Education, Training, Qualifications	An undergraduate science degree preferably with a biological component.	A PhD, MD or similar qualification or equivalent experience.
Experience / Knowledge	<p>Understanding of research funding and best practice in the charity sector.</p> <p>Awareness of all aspects of peer review.</p> <p>Understanding of the third sector environment.</p> <p>Experience of running grant application and peer review programmes.</p> <p>Experience of grant management gained either from working in a grant management environment in a charity or an academic setting.</p> <p>Experience of policy development and stakeholder management.</p> <p>Experience of working with university researchers, medical researchers and</p>	<p>Experience of conducting research and working in a research environment.</p> <p>Experience of online grants databases.</p> <p>Understanding of the challenges in sarcoma research or rare cancers.</p> <p>Knowledge of the cancer research environment in the UK.</p>



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	<p>other research stakeholders.</p> <p>Experience of working with external committees.</p> <p>Use of Microsoft Word, Excel, PowerPoint, Outlook and other customised packages, including databases.</p>	
Skills and abilities	<p>The ability to communicate complex scientific information clearly to a wide audience including staff, politicians and policymakers, and supporters.</p> <p>Ability to think strategically.</p> <p>Ability to work on own initiative and work effectively within a team.</p> <p>Ability to work calmly under pressure and prioritise work.</p> <p>Relationship management skills, with opinion-formers, the research community and other stakeholders.</p> <p>Ability to represent Sarcoma UK confidently in a variety of environments</p>	<p>Experience of line management</p>



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	<p>including healthcare policy, academia, medical, and the charity sector.</p> <p>Organisational, planning and project management skills.</p> <p>Ability to work to high standards of accuracy.</p> <p>Ability to work well with a wide variety of people including senior roles in academia and the medical field, patients, family members and other stakeholders.</p> <p>Excellent written communication skills. Excellent organisational and interpersonal skills.</p>	
Other	<p>Commitment to improving the lives of people affected by sarcoma.</p>	