



Research Funding Assistant x2 (1x Permanent / 1x FTC - 31st March 2023)

Recruitment pack | May 2022

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11 May 2022

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones – Research Funding Assistant. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We would also be grateful if you could complete and return with your application an equal opportunity monitoring form, which will be treated confidentially and separated from your application prior to the shortlisting process. The form can be accessed [here](#).
- We guarantee to interview all applicants with a disability who meet the essential criteria for the post. Please indicate in your covering e-mail if you are applying as a disabled applicant.
- Please indicate in your covering e-mail if you cannot attend the scheduled date for interviews.

Applications should be e-mailed to recruitment@thebritishacademy.ac.uk
Applications must be received by **12noon (GMT) Monday, 30 May 2022**

Please contact the HR team, if you have any questions or queries at hrteam@thebritishacademy.ac.uk.

We look forward to hearing from you.

Yours sincerely,
Vanessa Cuthill
Director of Research

Welcome to the British Academy

The British Academy is the UK's national academy for the humanities and social sciences. We mobilise these disciplines to understand the world and shape a brighter future.

From artificial intelligence to climate change, from building prosperity to improving well-being – today's complex challenges can only be resolved by deepening our insight into people, cultures and societies.

We invest in researchers and projects across the UK and overseas, engage the public with fresh thinking and debates, and bring together scholars, government, business and civil society to influence policy for the benefit of everyone.

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

Equality, Diversity & Inclusion statement

As a key part of our People Strategy, the British Academy is committed to creating a diverse and inclusive working environment, promoting equal opportunity, and addressing under-representation. We welcome applications from people of all backgrounds. We will make reasonable adjustments to support disabled job applicants and offer an interview to those meeting the minimum selection criteria.

You can find more information on the Academy's vision and current activities here: <https://www.thebritishacademy.ac.uk/about/equality-diversity-inclusion-britishacademy/>



The Research Funding Team

For over a century, the British Academy has recognised, funded and supported the very best researchers and research ideas in the humanities and social sciences (H&SS). We are a major funder of UK H&SS research, and our Fellows are world leading experts in their respective fields.

Our growing portfolio of research funding, engagement and policy activities is: funding excellent researchers to address many of the challenges we face today; supporting the next generation of research leaders; heightening collaborations between UK researchers and those from overseas; and providing authoritative and impartial evidence and advice to policymakers.

There is an opportunity to contribute to our continued success as part of our Research Funding team.

For more information about our research funding, see:
<https://www.thebritishacademy.ac.uk/about/about-our-funding>

The Roles

The role of the Research Funding Assistant is to provide support across the portfolio of funding schemes managed by members of the Research Funding Team.

The Research Funding Assistant – Fellowships, will have specific responsibility for the support of ongoing activities and tasks related to the delivery of schemes including the Mid-Career Fellowships, the BA/Leverhulme Senior Research Fellowships, and the Innovation Fellowships.

The Research Funding Assistant – Grants, will have specific responsibility for the support of ongoing activities and tasks related to the delivery of schemes including the BA/Leverhulme Small Grants scheme, the Talent Development Awards, and the Academy Research Projects.

These roles will support the monitoring and reporting of the Academy's research funding opportunities, as well as the decision-making processes for the delivery of funding schemes and awards, including helping to organise and manage selection meetings. The successful candidate will proactively work with colleagues across the Academy, in addition to engaging with the research community to raise awareness and engagement with the Academy's research funding opportunities.

We are seeking individuals who are committed to deliver this administrative role to a high standard, whilst supporting change, and enthusiastic to work collaboratively to deliver the goals of the role, the team and the wider organisation.

Job Description

Identification of job	
JOB TITLE:	<p>Research Funding Assistant x2</p> <p>1 x Permanent: Research Funding Assistant - Grants</p> <p>1x FTC until 31st March 2023: Research Funding Assistant - Fellowships</p>
LOCATION:	<p>The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH</p> <p>with hybrid-working available</p>
REPORTS TO:	<p>Research Funding Manager</p>
STAFF SUPERVISED:	<p>None</p>
Purpose of the job	
OVERALL OBJECTIVE:	<ul style="list-style-type: none"> ○ The Research Funding Assistant will provide administrative support to specific research funding activities delivered by the Research Funding Team.
MAIN DUTIES:	<ul style="list-style-type: none"> ○ To support the delivery of funding opportunities for the research community, including assistance with: advising applicants, award-holders and assessors; monitoring and reporting of award outcomes; producing statistics and summary reports; and the maintenance of effective information databases. ○ To deliver discrete operational activities and tasks while also working flexibly as and when required across a range of different research funding schemes. ○ To regularly review and update the grant data base to ensure it is accurate. ○ To support the monitoring of expenditure within an allocated budget.

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| | <ul style="list-style-type: none">○ To engage with the research community through written communications and events to raise awareness and engagement with the Academy's research funding opportunities.○ To help organise events related to the Academy's funding opportunities and other relevant associated activities for grant holders, researchers and other stakeholders.○ To be proactive in identifying tasks to be undertaken within the scope of the post-holder's responsibility and to seek to improve and implement processes to enable operational delivery, working within agreed parameters, policies and procedures.○ To work closely with Fellows, Officers and Committees of the Academy to support the monitoring and reporting of the Academy's research funding opportunities, as well as the decision-making processes for the delivery of funding schemes and awards, including helping to organise and manage selection meetings.○ To contribute to a culture of continuous improvement and flexibility in the team and support the team in achieving other team and Academy objectives○ To proactively work with colleagues across the Academy as a whole.○ To deliver additional operational activities and tasks as agreed with the Senior Management |
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Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate the required knowledge, skills and experience.**

Criteria marked with a (*) will be assessed at the written application stage.

Desirable Criteria can be identified in italic font.

POST:	Research Funding Assistant
DIRECTORATE:	Research
Requirements	Essential
Experience, & Qualifications	<ul style="list-style-type: none"> ○ 5 GCSE passes (or equivalent) grades A*-C (including Maths and English)* ○ At least one years' experience of working in an office environment and undertaking administrative processes, including responding to emails and telephone enquiries. * ○ Experience of working as part of an administrative team. * ○ <i>Undergraduate degree or equivalent qualification.</i> ○ <i>Experience of grant administration and research in higher education.</i>
Knowledge	<ul style="list-style-type: none"> ○ Knowledge of UK higher education system. ○ Good working knowledge of Microsoft Office, including Outlook, Excel, Word, PowerPoint, and Teams, and experience of using Zoom (or other video communication applications). *
Skills	<ul style="list-style-type: none"> ○ Ability to working within a team, to work independently, to show initiative and exercise sound judgement. ○ Strong interpersonal skills to deal with multiple tasks in parallel. ○ Ability to adopt an appropriate communication style, and to communicate effectively, both orally and in writing. * ○ Good planning, organisational and time management skills. ○ Problem solving skills including a flexible and pragmatic approach. ○ Ability to perform the role effectively under pressure, accurately and with attention to detail, often balancing conflicting priorities to meet agreed deadlines. ○ Ability to follow instructions to accurately complete tasks ○ demonstrate attention to detail

	<ul style="list-style-type: none"> ○ Ability to organise meetings and produce accurate minutes. ○ Good literacy and numeracy skills. ○ Diplomatic and tactful, cognisant of different cultural contexts.
Personal style and Behaviours.	<ul style="list-style-type: none"> ○ Confident, enthusiastic, pro-active, open-minded attitude to work ○ A professional approach when dealing with a variety of people. ○ Results-focused attitude. ○ Maintains, demonstrates, and expects high levels of honesty and integrity. ○ Personal commitment to the values, vision and objectives of the organisation.
Other Requirements	<ul style="list-style-type: none"> ○ Commitment to high quality service and efficiency in all aspects of the organisation's operations ○ Evidenced commitment to equality and diversity ○ Willing to travel on British Academy business ○ Able to be flexible about working hours on occasion.

Terms and Conditions of Employment

Please note that these terms and conditions are for **information purposes only**.

Position

Research Funding Assistant x2 (**1x Permanent / 1x FTC - 31st March 2023**)

Location

[10-11 Carlton House Terrace](#)
[London](#)
[SW1Y 5AH](#)

Remuneration

£23,750 per annum

Hours of work

9am to 5pm - Monday to Friday

Annual Leave

34 days (not including 8 bank holidays)

Our benefits package includes:

- a defined benefit pension scheme
- interest-free season ticket loans
- interest-free bicycle loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay and merit awards
- social activities
- hybrid working

Key Dates

Closing date for completed applications	12noon, Monday 30 May 2022
Shortlisted candidates to be informed	Monday, 13 June 2022
Interviews to take place	from 21 st June 2022