

**THINK**  
**Recruitment**

# Candidate Pack: Research and Grants Manager

**Location:** Hybrid with presence in London office once per month

**Salary:** £45,000 - £50,000 per annum

**Contract:** Permanent

**Hours:** Full time – 35 hours per week

**Closing date:** Midnight Wednesday 22<sup>nd</sup> July

**Saving and improving the lives  
of those living with chronic  
bowel conditions**



# Welcome from Kathryn Pretzel-Shiels, Chief Executive at Bowel Research UK

Thank you for your interest in this role and in joining the team at Bowel Research UK.

I joined the charity as Chief Executive in April 2026, having previously served as Interim Chief Executive from October 2026, and before that as a Trustee for 7 years. Over the past few months, I have been working closely with the team to develop an ambitious vision for the future and to ensure we are strongly positioned to make the most of the opportunities ahead and significantly increase our impact.

We are now entering a new and exciting chapter in Bowel Research UK's journey, and we are looking for a Research & Grants Manager with real drive, enthusiasm and commitment to help us build on this momentum and take this role forward with energy and purpose.

As a UK charity dedicated to bowel cancer and bowel disease research, our focus is on providing early-stage funding that helps promising ideas take shape and grow into larger, impactful research programmes. We bring together researchers, healthcare professionals, patients, families and decision-makers to fund and drive pioneering research with real-world impact.

We are committed to being a flexible employer, helping us to attract and retain outstanding talent. This is a 35-hour per week role, with a minimum expectation of one day per month in our London base for team collaboration. Alternatively, a central London office desk is available for those who prefer to work in the office on a more regular basis.

With best wishes,

*Kathryn*



# Background on Bowel Research UK

Bowel Research UK is a national medical research charity dedicated to funding new treatments and potential cures for bowel cancer, inflammatory bowel disease and other bowel disorders. Their goal is to save lives while also enabling people living with chronic bowel conditions to enjoy a much better quality of life.

Bowel Research UK was founded in 2020 following a merger between two well-respected charities: Bowel & Cancer Research and Bowel Disease Research Foundation. Today Bowel Research UK is funding life-changing research into bowel cancer and other bowel diseases.

In the UK, three quarters of a million people live with serious bowel conditions, and tragically, more than 17,400 people die from bowel cancer every year. It's the second deadliest cancer in the UK. Bowel cancer and other bowel diseases are woefully underfunded, even though the fact that these conditions can affect anybody; 1 in 17 men and 1 in 20 women will suffer from bowel cancer during their lives.

This must change. Bowel Research UK is working hard to find better treatments for bowel cancer and other bowel diseases, so people can live longer and enjoy a better quality of life.

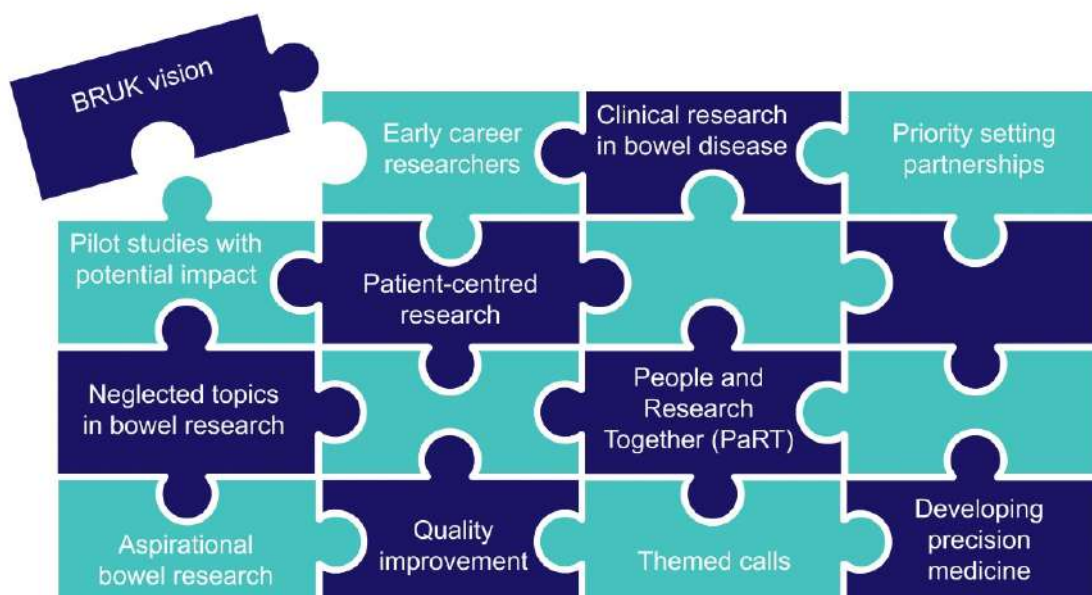
They believe that a cure for bowel cancer and effective treatments to mitigate, or entirely eradicate, other bowel diseases remain possible – but only if they continue to fund leading research and invest in scientific and medical communities today, to see the benefits tomorrow.

That's why they're working with some of the best experts in the field - from surgeons and other clinicians to researchers and scientists, and patients themselves - to find new ways to treat and beat these diseases.

# About Bowel Research UK's research

Bowel Research UK brings together researchers, healthcare professionals, patients, families and decision-makers to advance and fund pioneering research into bowel cancer and a wide range of bowel conditions, including chronic diseases such as Crohn's disease, ulcerative colitis, and incontinence.

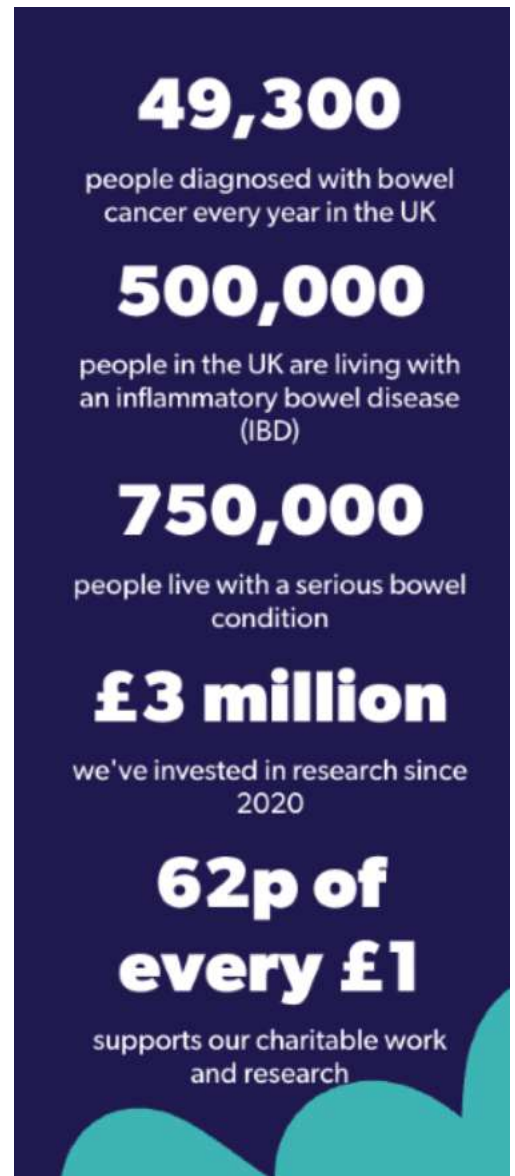
## Their research priorities



The charity's funding portfolio includes:

- Funding early-stage, proof-of-principle research through initial development grants, providing essential backing for promising projects to generate the evidence required to secure larger awards from major funding bodies such as the NIHR.
- Clinical research projects with the potential to transform the prevention, diagnosis, and treatment of bowel disease. Current work includes studies at the University of Southampton investigating the role of viruses and the microbiome in the development of inflammatory bowel disease.

- Patient-centred research that improves outcomes and lived experience, including work at the University of Glasgow focused on enhancing the patient experience of emergency surgery.
- PhD programmes that develop the next generation of research leaders in the field. For example, PhD student Chris Roukas received funding from Bowel Research UK to undertake research at Queen Mary University of London.
- The ‘Hard to Fund’ programme, which addresses unmet need by funding research into less common or underfunded bowel conditions that may otherwise struggle to secure traditional funding.
- Patient and public involvement initiatives, including their People and Researchers Together (PaRT) programme, which ensures that patients and the public are actively involved in shaping research priorities and delivery.
- Work in partnership with leading organisations to co-fund and deliver research, including their close collaboration with the Association of Coloproctology of Great Britain & Ireland (ACPGBI), of which they are proud to be the charity partner.



## Bowel Research UK Committees

The charity is supported by two expert committees that provide specialist scientific and research guidance.

The Grants Committee meets online on a quarterly basis to review, assess, and select applications for funding recommendations. These recommendations are subsequently reviewed and approved by the Board of Trustees.

The Scientific Advisory Committee meets online as required to provide strategic scientific input. Its membership includes scientists, clinicians, and individuals with lived experience of bowel disease, ensuring a broad perspective on funding priorities and the charity's scientific direction.

# Background on the Research and Grants Manager role

Bowel Research UK is seeking an experienced Research and Grants Manager to lead, coordinate, and evaluate the charity's research funding activity on a permanent basis. The role covers the full lifecycle of research grant management, including pre- and post-award processes, impact reporting, financial oversight of grants, and associated governance.



The postholder will also play a key role in coordinating the charity's scientific committees, supporting the development of external scientific communications for supporters and wider stakeholders, and establishing and maintaining a growing grant awardee network. In addition, you will develop and sustain strong relationships with researchers and academic partners, acting as the primary point of contact for the research community and helping to ensure the effective delivery, oversight, and impact of the charity's research portfolio.



## Why is the role vacant?

Bowel Research UK have been through a period of change, with Kathryn Pretzel-Sheils taking over as interim Chief Executive in Autumn 2025 and securing the permanent role in Spring this year. Since April 2025 the charity has had a part time interim Research and Grants Manager in post. Bowel research UK recognize that to progress their research priorities, the role needs to be full time and permanent so are investing in the role through this recruitment campaign.

## Who are Bowel Research UK looking for?

We're looking for a highly organised, proactive, and collaborative individual who enjoys managing multiple priorities and takes ownership of their work. They will have excellent attention to detail, strong communication skills, and the confidence to build effective relationships with researchers, clinicians, trustees, and colleagues. They will be equally comfortable working with data, systems, and

governance processes as they are monitoring, evaluating, and demonstrating the impact of funded research through meaningful analysis and reporting. Most importantly, they will be motivated by the opportunity to support high-quality research and contribute to improving outcomes for people affected by bowel cancer and bowel diseases



### Areas of potential

- Shape and improve research funding processes by leading the implementation of a new grants management system and refining grant administration workflows.
- Build a lasting research community through the launch and development of the Bowel Research UK Awardee Network, strengthening engagement with researchers and clinicians.
- Demonstrate research impact by developing robust monitoring and evaluation processes that showcase the outcomes and value of funded research.
- Raise the charity's research profile through communications, stakeholder engagement, and collaboration with fundraising and communications teams. To be included

### Areas of challenge

- Managing a broad and varied workload, balancing grant management, governance, finance, communications, and stakeholder engagement while meeting multiple deadlines.
- Implementing organisational change, particularly introducing a new grants management system while maintaining continuity of existing processes.
- Ensuring compliance and governance, maintaining robust processes, accurate records, conflicts of interest, and adherence to regulatory and funding requirements.
- Working in a small charity environment, where the postholder is likely to take ownership of a wide range of responsibilities and adapt to changing priorities.
- Measuring long-term research impact, as health research outcomes often take years to materialise and can be difficult to quantify.



### What might a typical week look like in role?

A typical day would involve managing research grants from application to award, responding to enquiries from researchers and grant holders, coordinating peer review, and updating the grants management system. You would work closely with finance colleagues to monitor grant budgets and payments, prepare papers and reports for Grants and Scientific Advisory Committee meetings, and track research progress and impact. Alongside this, you would contribute to research communications, collaborate with colleagues across the charity, and support strategic projects such as implementing a new grants management system and developing the Bowel Research UK Awardee

Network. The role is varied, balancing day-to-day grant administration with governance, stakeholder engagement, and continuous improvement initiatives.

Overall, the role is likely to be around 50% grant and research management, 20% governance and committee support, 15% finance and reporting, and 15% communications, stakeholder engagement, and strategic projects, although this balance would shift depending on where the charity is in its funding and reporting cycle.

# Key responsibilities: Research and Grants Manager

## Research Grants Management (Pre- and Post-Award)

- Lead the management of the charity's research funding programmes, including planning and launching funding rounds, advertising opportunities and managing applications through a grant tracking system or equivalent platform.
- Oversee eligibility checks, coordination of external peer review, scoring and preparation of funding recommendations for committee decision-making.
- Act as the primary point of contact for applicants, award holders and research partners throughout the grant lifecycle.
- Prepare and issue grant documentation including award letters, contracts and funding agreements.
- Monitor the progress of funded projects from award to completion, ensuring compliance with grant conditions, reporting requirements and agreed milestones.
- Review scientific and financial reports submitted by grant holders and maintain accurate and up-to-date records of all awards and research activity.
- Develop and refine processes, systems and tools to improve the efficiency, transparency, and effectiveness of grant management.
- Oversee the development and implementation of a new research grants management system, including process design and testing and ensuring the system is fit for purpose.
- Assist with the recruitment, onboarding and administration of the Travelling Research Fellowship programme.
- Assist with the recruitment, appointment and ongoing administration of Specialty Surgical Lead (SSLs) and Ambassador Specialty Surgical Lead (ASSLs).
- Actively participate in the development, launch and management of the Bowel Research UK Awardees Network. (launching summer 2026).

## Grants Committee Management

- Organise and administer quarterly Grants Committee meetings, including agenda planning, paper preparation, scoring summaries and funding recommendations.
- Provide administrative and governance support to the Committee Chair and members.

- Record accurate minutes, decisions and actions, ensuring timely follow-up and implementation.
- Assist in the recruitment and onboarding of Grants Committee members.
- Ensure appropriate governance processes are in place, including Terms of Reference and the management of conflicts of interest.



- Communicate committee decisions clearly and professionally to applicants and stakeholders.

### **Scientific Advisory Committee Management**

- Organise and administer quarterly Scientific Advisory Committee meetings, including agenda planning, paper preparation, scoring summaries and funding recommendations.
- Liaise with committee members on strategic research priorities.
- Provide administrative and governance support to the Committee Chair and members.
- Record accurate minutes, decisions and actions, ensuring timely follow-up and implementation.
- Assist in the recruitment and onboarding of Scientific Advisory Committee members.
- Ensure appropriate governance processes are in place, including Terms of Reference and the management of conflicts of interest.
- Support the development and delivery of the charity's research strategy through effective committee engagement.

### **Financial Management of Research Grants**

- Manage research grant budgets and funding allocations in line with approved awards.
- Monitor expenditure against budgets, ensuring accuracy, compliance, and appropriate use of funds.
- Work closely with finance colleagues to support financial reporting, forecasting, and

reconciliation processes.

- Oversee the timely processing and tracking of grant payments and financial claims.
- Produce financial analysis and reporting for senior leadership, trustees, and committees.
- Contribute to annual budgeting and long-term financial planning for the research portfolio.

### **Research Impact, Monitoring and Evaluation**

- Develop and implement systems to capture analyse and report on the impact of funded research.
- Collect and interpret impact data, including outputs, publications, case studies and wider societal impact.
- Produce clear, high-quality reports, dashboards, and presentations for trustees, funders and external stakeholders using tools such as Excel and PowerPoint.
- Contribute to annual reports, impact reports and other external publications.

### **Research Communications and Public Engagement**

- Provide administrative support for the joint ACPGBI/Bowel Research UK Clinical Trials App, coordinating Bowel Research UK's involvement and liaising with developers to support its ongoing development.
- Attend the annual three-day ACPGBI conference, which typically requires a two-night stay away from home. Contribute to the planning and delivery of Bowel Research UK's conference objectives by identifying key priorities, engagement opportunities and desired outcomes. Support the organisation's presence at the event through the setup and dismantling of the exhibition stand, staffing the stand throughout the conference, and engaging effectively with delegates, researchers and other stakeholders.
- Act as the first point of contact for research-related enquiries received by the charity.
- Collaborate with communications and fundraising teams to produce research-related content for social media, newsletters and other public-facing channels.
- Ensure the charity's research webpages and Research Hub content is updated on a regular basis.
- Translate complex scientific and research information into clear, accessible content for non-specialist audiences.

## **Bowel Research UK Grant Awardee Network and Stakeholder Engagement**

- Develop and manage a Grant Awardee Network of former grant holders and funded researchers.
- Maintain ongoing engagement with researchers, clinicians, and academic institutions within the charity's research ecosystem.
- Organise networking opportunities, events, and communications to strengthen relationships and collaboration.
- Identify opportunities for advocacy, ambassadorial activity and long-term engagement with the network.
- Represent the charity at relevant conferences, academic events and sector meetings as required.

## **Governance, Compliance and General Responsibilities**

- Ensure all research and grant activities comply with relevant legislation, regulatory requirements and internal policies.
- Act as the primary liaison with the AMRC, coordinating the annual data collection and five-yearly review processes. Ensure all required information is gathered, verified and submitted accurately, and that all deadlines and reporting requirements are met.
- Contribute to the development, review and maintenance of Standard Operating Procedures (SOPs) to ensure consistency, compliance and best practice across all research activities.
- Maintain high standards of confidentiality, data protection and information governance.
- Contribute to organisational planning, strategic development and continuous improvement.
- Maintain accurate and well-organised document management systems within SharePoint, ensuring information is accessible and appropriately filed.
- Support the annual audit by providing information, documentation, and responses as required.
- Undertake any other duties reasonably required to support the aims of the charity.

# Person Specification: Research and Grants Manager

## Person Specification

### Essential Skills, Knowledge and Experience

- Demonstrable experience of research grant management, including both pre-award and post-award processes, ideally within a charity, academic, healthcare, or research funding environment. This should include managing competitive funding rounds, coordinating application and peer review processes, and using digital systems to support transparent and efficient grant administration.
- Demonstrable experience of accurate scientific and research communication, with written and verbal skills illustrative of the ability to translate complex scientific information for a range of audiences, including researchers, clinicians, trustees, funders, and members of the public.
- Proven experience of impact measurement, analysis, and reporting, including capturing research outcomes, interpreting data, and producing clear, high-quality reports and presentations that demonstrate the value and impact of funded research.
- Financial awareness and accuracy, with demonstrative experience managing or monitoring research budgets, grant expenditure, or financial data. Ability to work effectively with finance colleagues to ensure accurate reporting, reconciliation, and compliance with funding requirements.
- Experience of supporting governance processes and coordinating meetings, including preparing agendas and papers, taking accurate minutes, tracking actions, and ensuring effective follow-up.
- Confident across digital platforms and products, including Microsoft Office (particularly Excel, Word, and PowerPoint) and experience using CRM or database systems to manage complex data. Careful and accurate approach to data handling, with attention to detail.
- Demonstrable confidence in project and workload management, with the ability to manage multiple priorities, work independently, and deliver to deadlines. A proactive, organised, and solutions-focused approach with the confidence to take ownership of tasks and drive work forward.

### Personal attributes

- Clear, confident communicator with the ability to build credibility with both scientific and non-scientific audiences.
- Highly organised, methodical, and detail-oriented.
- Collaborative team player with strong interpersonal and relationship-building skills.

- Self-motivated and proactive, with the ability to work independently and take initiative.
- Committed to high standards, accuracy, and continuous improvement.
- Enthusiastic about research and its impact on health outcomes.

### **Desirable**

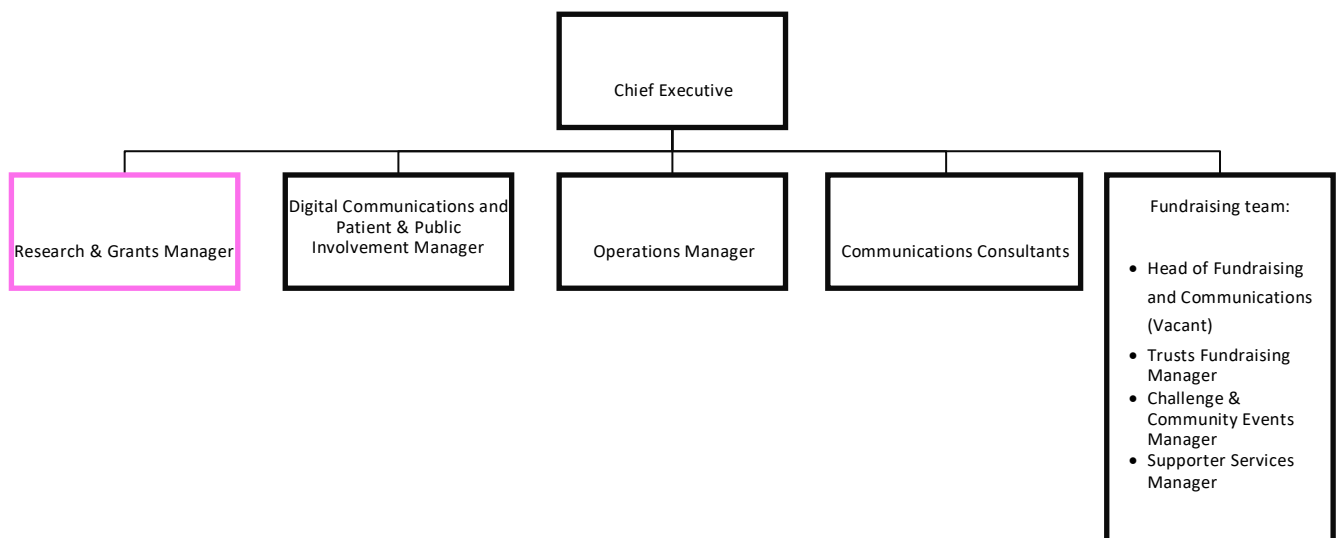
*Bowel Research UK encourage candidates who meet the essential criteria but not the desirable criteria to apply. For candidates who do not meet the desirable criteria there will be support provided in role.*

- Knowledge of the UK health and medical research landscape, including funding structures, research governance frameworks, and key stakeholders.
- Background in a medical research charity, NHS, or academic research environment.
- Familiarity with grant management systems and/or CRM platforms (e.g. Donorfy or equivalent).
- Ability to contribute to research-related communications, including website content, reports, newsletters, or social media.

# The Bowel Research UK team

Bowel Research UK are big enough to make a real difference, but small enough to stay agile and take advantage of new opportunities, with every staff member able to see the impact of their work.

The current structure is:



Bowel Research UK are committed to offering a flexible working environment to help attract and retain the very best talent. They have offices in central London, with most team members working from there on Tuesdays and Thursdays.



# Benefits & life at Bowel Research UK

<b>Salary</b>	£45,000 - £50,000 per annum  The successful candidate will be offered along the salary band in line with their experience and performance at interview.
<b>Hours</b>	35 hours per week
<b>Contract length</b>	Permanent
<b>Location, travel, and flexible working</b>	Bowel Research UK is a flexible employer, and this role is offered on a hybrid working basis. The postholder will be required to work from the charity's London office one day per month.  For candidates who prefer an office-based arrangement, there is also the option to work from the office full-time if preferred.
<b>Annual leave</b>	25 days annual leave, plus public holidays, and 3 additional days at Christmas
<b>Pension</b>	5% employer contribution
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>• Death in service – 4 x annual salary</li> <li>• Health cash plan scheme including Perkbox</li> <li>• Employee assistance programme including access to annual health check and digital GP</li> <li>• Season ticket loan</li> <li>• Cycle to work scheme</li> </ul>

If you have questions about the benefits package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) and we will be happy to find out the information you need.

# Equality, Diversity and Inclusion

Bowel Research UK is committed to treating everyone fairly, equally, and with respect. They are an equal opportunities employer and actively promote equality of opportunity by ensuring fair treatment for all and opposing all forms of discrimination in the workplace.

Throughout the recruitment process, the charity and THINK Recruitment will ensure that candidates are assessed solely on merit, without reference to any protected characteristic, and that no individual receives less favourable treatment for any reason.



Selection criteria are strictly based on the requirements of the role and are directly relevant to the skills, experience, and qualifications needed to perform the job effectively. Only criteria that are essential to the role will be used in the assessment of candidates.

All recruiting managers are required to ensure that no pre-judgements or preferences are made in advance that could influence or compromise the fairness of the recruitment process.

Bowel Research UK's Equal Opportunities Policy is available upon request.



If there is anything THINK Recruitment can do to make any reasonable adjustments to ensure you can fully engage in the process, please do contact Jo McGuinness at [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) for a confidential discussion.

# How to apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org) with a copy of your CV and contact information.

Our Recruitment Manager will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application. Please ensure you allow enough time to have a call prior to the closing date, as we cannot put candidates through to shortlist who have not been screened.

To support candidates in learning more about the role, we are happy to arrange an informal conversation with Kathryn Pretzel-Shiels, CEO of Bowel Research UK. If you would like to take up this opportunity, please let us know during your initial conversation with THINK Recruitment, and we will be pleased to arrange it.

<b>Screening calls with THINK Recruitment</b>	Monday 29 <sup>th</sup> June – Tuesday 14 <sup>th</sup> July
<b>Closing date</b>	Midnight Wednesday 22 <sup>nd</sup> July
<b>Invites to interview out to candidates</b>	Midday Friday 24 <sup>th</sup> July
<b>Stage 1 interviews</b>	Wednesday 29 <sup>th</sup> July (afternoon)
<b>Stage 2 interviews</b>	4 <sup>th</sup> or 5 <sup>th</sup> August
<b>Decision by</b>	EOD Friday 7 <sup>th</sup> August

The selection process will take place in two stages.

- Stage 1 will consist of a short virtual interview, focused on scenario-based questions.
- Stage 2 will include a panel interview followed by a meet-the-team session.

At the point of invitation, candidates will receive further details including information about the panel, any task requirements, and the interview questions in advance to support preparation.



If you require any reasonable adjustments to support your participation in the selection process, please contact THINK Recruitment. All requests will be handled confidentially. Thank you for your interest, please do get in touch if you have any questions.

**Jo McGuinness**  
Senior Recruitment Manager - [recruitment@thinkcs.org](mailto:recruitment@thinkcs.org)

# THINK Recruitment

## THINK Consulting Solutions Ltd

### Registered Office

24 Vicarage Road  
Winslow, Bucks  
MK18 3BE

[thinkcs.org](http://thinkcs.org)