



<b>Title:</b>	<b>Secondary Breast Cancer Research Manager</b>
<b>Salary:</b>	<b>£35,000</b>
<b>Contract:</b>	<b>24 month contract</b>
<b>Hours:</b>	<b>Part-time or full-time (min 3 days a week)</b>
<b>Location:</b>	<b>Edinburgh Office or Remote Working</b>
<b>Annual Leave:</b>	<b>25 days holiday plus 10 public holidays (per annum)</b>

### **About the role**

Make 2nds Count is a fast-growing UK-wide patient and family focused charity dedicated to giving hope to and improving the lives of women and men living with secondary breast cancer (SBC).

We are committed to funding secondary breast cancer (SBC) research projects that deliver the most direct patient benefit, and in the last three years have funded a wide range of research studies. The Research Manager is an exciting new role with the opportunity to help shape the charity's future research projects as well as manage our existing portfolio and develop the clinical-focused workstream of our patient education programme.

Working with our expanding team, we're looking for an enthusiastic and experienced research manager. The role is external facing working directly both with our partners, including the NHS and research institutes, as well as with SBC patients. The goal is to build the charity's credibility externally as a specialist funder of SBC research. The successful candidate will preferably have experience in breast cancer research and clinical trials.

We will be funding at least one new major research project in 2022 and the role holder will help shape the charity's long-term research strategy engaging with

external stakeholders, and specifically the charity's Research Committee which is made up of Trustees and medical advisors. The role holder will lead on developing the framework and processes required to support this strategy – this might include setting up a grant application process.

Ongoing projects that the successful candidate will manage include:

- Expanding our innovative new Patient Trials Advocate (PTA) service in partnership with the NHS. The PTA service raises awareness of research amongst patients and helps match them to relevant clinical trials.
- Working with Warwick University on the first UK study investigating SBC patient experiences of clinical trials
- Supporting research studies including
- A PhD student at University of Edinburgh who is conducting research into ER+ secondary breast cancer
- A survey led by Dame Lesley Fallowfield from University of Sussex researching the quality of life of SBC patients
- University of Liverpool's PRIMROSE study, researching gene mutations found in brain metastases

### **Duties and responsibilities**

The Research Manager will manage all Make 2nds Count research projects as outlined above by:

- preparing action plans, including activities, resources required, timeframes and budgets for all research projects
- reporting agreed KPIs to the board and Research Committee
- monitoring the progress of the research projects and handling any issues that arise
- be the in-house subject matter expert on SBC research and treatments working closely with the Operations team to ensure cohesion across projects
- developing a programme to raise awareness of our projects amongst both patient and research communities. This may involve helping to develop educational materials and running patient webinars/sessions on clinical research
- participate in the Research Committee
- ensuring the M2C website section on research and clinical trials is up to date, engaging and accurate

Specifically on the PTA service the job holder will:

- support the external NHS PTA team and facilitate contact, to ensure that learnings are shared, best practice is applied and there is consistency of approach as it expands
- ensure that patients' needs continue to be met as the service evolves
- review the effectiveness of the service, and look to continually improve it
- lead the expansion of the service including developing a programme of patient education and activities focused clinical trials - these might include webinars and roundtable events.

### Personal Profile

	Essential	Desirable
Skills, Knowledge and Experiences	<ul style="list-style-type: none"> <li>● Knowledge of breast cancer treatments and research</li> <li>● Good project management and organisational skills</li> <li>● Stakeholder engagement including clinicians, patients, nurses</li> <li>● Ability to think creatively about solutions to challenges</li> <li>● Good written and oral communication skills</li> <li>● Confidence to use own initiative</li> <li>● Educated to degree level</li> </ul>	<ul style="list-style-type: none"> <li>● Cancer charity experience</li> <li>● Delivering presentations</li> <li>● Degree in research or medical relevant subject</li> </ul>

### General Responsibilities

- Be a positive ambassador for Make 2nds Count. Adopt a personal style that enhances the reputation of Make 2nds Count and fosters respectful and responsible working relationships.
- Be an enthusiastic and pro-active member of the Make 2nds Count team, with a close involvement in team meetings, projects and forward planning.
- Be flexible within the broad remit of the post.
- Have the highest regard for the principle of confidentiality and at no time disclose confidentiality information inappropriately.

Please send a cover letter and CV to [lesley.stephen@make2ndscount.co.uk](mailto:lesley.stephen@make2ndscount.co.uk).

The closing date is Friday 29<sup>th</sup> April 2022

For more information, please contact Lesley Stephen on  
lesley.stephen@make2ndscount.co.uk.

**We look forward to receiving applications from all candidates, wherever in the UK they are currently based, although travel to our Edinburgh base will sometimes be required.**