

Research and Services Intern (Year in Industry Placement)



Saving Yorkshire Lives

Responsible to: Research Funding Manager

Summary: It is the Research and Services Intern's role to provide support to the Research & Services team and to place the charity at the forefront of funding research and services that help the people of Yorkshire avoid, survive and cope with cancer.

The charity invites undergraduate applicants from a range of degree subjects who are looking to complete a Year in Industry Placement. The successful applicant should have a good understanding of a biological science, strong organisational skills, excellent written communication skills, and be able to conduct thorough literature reviews.

Objectives

1. Assist the team in all aspects of the peer review process including preparation of documents and presentations, attending panel meetings and preparing reviewers' feedback
2. Assist in monitoring progress on funded awards.
3. Review best practices and approaches in research and services funding.
4. Coordinate meetings and paperwork for Award assessments.
5. Prepare our annual data submission to the Association of Medical Research Charities (AMRC)
6. Monitor and respond to queries to the Research and Services team
7. Identify and communicate ways to promote the charity, the work we fund and its patient benefit
8. Take part in events and charity related projects

Development Plan

To support the student in achieving these objectives, training and development needs will be addressed during the placement including:

1. Peer review and charitable funding process training
2. The Raisers Edge and online express training
3. Developing knowledge of Microsoft Office suite
4. Experience of committee management
5. Experience of process improvement
6. Applying project management methodology

Please note the successful applicant will be subject to checks by the Disclosure and Barring Services.

The application deadline (by CV and covering letter) is **midday on Friday 22 February 2019** with interviews to be held on **Wednesday 6 March 2019**.

For further details contact research@ycr.org.uk or on 01423 877231.
Jacob Smith House, 7 Grove Park Court, Harrogate, HG1 4DP.

Please see the following link for the privacy notice for applicants:

<https://yorkshirecancerresearch.org.uk/perch/resources/job-applicant-privacy-notice.pdf>