



Moorfields  
Eye Charity



Job information pack

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# Funding manager

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[@eyecharity](https://twitter.com/eyecharity)



[moorfields\\_eye\\_charity](https://www.instagram.com/moorfields_eye_charity)

Registered Charity No 1140679

# Welcome

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Thank you for your interest in the work of Moorfields Eye Charity. We believe that people's sight matters and wish to strengthen our committed and passionate staff team by appointing a funding manager to join our grants and research team.

We are the main fundraising and grant-making charity for Moorfields Eye Hospital NHS Foundation Trust (Moorfields) and its academic partner UCL (in particular the UCL Institute of Ophthalmology), two world-leading institutions.

The majority of our support funds innovation and research into eye health, and within that we have an emphasis on building capacity and developing the careers of researchers and clinicians.

We've invested in pioneering research including a fully digital 3D printed prosthetic eye, harnessing artificial intelligence for eye health (such as using deep learning to classify clinical images of common eye disease), and innovation in services and patient experience improvement through remote monitoring and telemedicine.

We have ambitious plans. We are putting into action a new five year business plan that will see us grow to expand from our current commitment to raise and fund around £6m annually to become a £10m a year charity.

In addition to our ongoing grant-making programmes, we have a phenomenal once-in-a-century opportunity to create Oriel, a new home for eye care, research and education, bringing together Moorfields and the UCL Institute of Ophthalmology. This new centre is expected to open in 2026-27 and will be located near St Pancras in London.

We both joined Moorfields Eye Charity because we are passionate about eye health and wanted to support the pioneering work of the world-leading partnership between Moorfields and UCL. The years ahead will be a time of exciting transformation for our charity as we play a pivotal role in creating Oriel, embed a culture of philanthropy across the Moorfields family, increase our fundraising and grant-making, deliver our ambitious strategy and make a difference to people living with sight loss.

We hope you are as excited as we are by the opportunity to play a key role in that journey and thank you for your interest in joining our team.

**We look forward to hearing from you.**



Robert Dufton  
Chief executive

A handwritten signature in white ink that reads "Robert".



Dr Ailish Murray PhD  
Director of grants and research

A handwritten signature in white ink that reads "A. Murray".

# Key information

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## Hours:

Full time (37.5 hours per week)

## Contract type:

Permanent

## Salary:

£35,854 to £42,182

## Annual leave entitlement:

27 days plus bank holidays, increasing after 5 years and 10 years service

## Reports to:

Director of grants and research

## Direct reports:

Grants officer (1FTE)

## Probation period:

6 months

## Notice period:

3 months

## Place of work:

City Road EC1, with flexibility to work part of the week from home (agreed for each post individually, depending on the nature of the role)



# About the role

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## Impact report 2021

The funding manager is a highly varied role and it would suit a candidate with a keen interest in innovation and research to improve eye health but who wants expand their experience across a broader range of grant-making programmes and activities.

You will be joining a friendly and supportive grants and research team who are central in the delivery of our ambitious plans to expand to be a £10m a year charity. As funding manager, you will help ensure that the charity has robust grant-making mechanisms to determine best use of charitable funding together with monitoring and evaluating projects and programmes funded by Moorfields Eye Charity.

Our close proximity, and working relationships, with Moorfields Eye Hospital NHS Foundation Trust (Moorfields) and its academic partner UCL (in particular the UCL Institute of Ophthalmology) are very important to this role. A successful candidate will enjoy working closely with academics, clinicians and other hospital staff, directly supporting their engagement with, and applications to, our grant-making programmes.

You will be involved in the management of the diverse and growing charity portfolio of research and non-research grants, grant-making programmes and manage the delivery of the scientific advisory panel meetings. You will support some our growing number of charity partnerships such as the NIHR Moorfields Eye Charity fellowships. As a primary contract with the Association of Medical Research Charities (AMRC), you will be responsible for maintaining the charity's good working relationship, keeping up-to-date on developments and reporting.

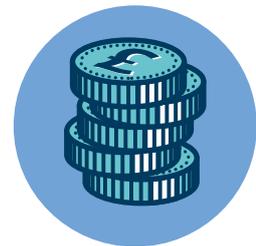
This is highly collaborative and strategically focused role. You will need to work independently and confidently and develop strong working relationships with stakeholders at all levels across the charity, Moorfields, UCL, and other key external stakeholders.



**£7.6m income raised**



**220 participants in My Eye to Eye, our first virtual event**



**£4.2m in new awards committed**



# Role description

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## Grants management

- › Lead the delivery of an annual cycle of grant-making programmes.
- › Monitor, analyse and report on grant programmes and related activities.
- › Contribute to and support the design and delivery of new grant programmes.
- › Be a primary point of contact to applicants and other stakeholders throughout the grant management process.
- › Manage the life cycle of a portfolio of grants including initial assessment of expression of interest and applications.
- › Ensure remit and eligibility checks, cost challenge, high quality peer review and preparing and communicating feedback to applicants following decision making is completed.
- › Manage and ensure smooth delivery of the scientific advisory panel meetings including the production of complete, accurate and professional application packs.
- › Attend, and support, relevant grants committee (who report to Moorfields Eye Charity board of trustees) or other decision making meetings.
- › Liaise with and support the fundraising team's development of funding proposals, cases for support and grant progress reporting.
- › Contribute to operational procedure review, development and implementation to support delivery of efficient grant management processes and grant-making activities.

## Finance

- › Monitor financial expenditure on grants against awarded budgets.
- › Be responsible for invoice approval on grant expenditure.
- › Ensure timely and accurate allocation of restricted donations to grants.
- › Develop and manage regular reporting of grant commitments and expenditure.
- › Take a leading role in the financial reconciliation processes including at year end.

## Grant monitoring and impact

- › Monitor progress of grants and outcomes, raising and resolving concerns, ensuring compliance with Support the development and management of the charity's grants and research policies and position statements.
- › Manage assigned charity partnerships.
- › Manage the charity's relationship with the AMRC, keeping abreast and informing the team, wider charity and grants committee of current developments and opportunities.
- › Support the director of grants and research in the development of funding partnerships and new grant-making programmes.

# Role description

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## Communications

- › Contribute to and manager, where appropriate, the update of grants and research related sections of the charity's website.
- › Manage advertising and promotion of 'calls for applications'.
- › Develop opportunities e.g. drop-in advice sessions, to engage current and potential applicants.
- › Support, create and contribute to the development of communication materials, for a range of audiences.
- › Support the fundraising team's supporter stewardship by providing content for communications patient care, innovation and related areas of interest.

## Policy and external funders

- › Support the development and management of the charity's grants and research policies and position statements.
- › Manage assigned charity partnerships.
- › Manage the charity's relationship with the AMRC, keeping abreast and informing the team, wider charity and grants committee of current developments and opportunities.
- › Support the director of grants and research in the development of funding partnerships and new grant-making programmes

## Grants and research team

- › Line management duties with responsibility for coaching, developing and line managing in line with charity policies.
- › Provide guidance across all grants officers in the team who are processing applications within assigned portfolio of grant-making programmes or partnerships.
- › Maintain an awareness of the external eye health environment and funding landscape.
- › Build and maintain strong positive relationship with the academic, administrative and clinical staff at Moorfields and UCL and other relevant organisations.
- › Maintain a high level awareness of the entire charity grant funding portfolio.
- › Support the smooth flow of information within the team and that appropriate research management processes and procedures are followed.
- › Maintain highly accurate records within databases and systems used.
- › Deputise for the director of grants and research as necessary.

## Other duties

- › Any other duties as may be requested from time to time by your line manager.
- › Ensure that all activities are compliant with law, best practice and the charity's policies and procedures.
- › Occasional evening and weekend work as required.
- › As a member of the charity team to conduct your work and self to a high standard of professionalism and timeliness, being responsible and polite with all stakeholders. To be collaborative with, and considerate and supportive of colleagues as we work together to meet the common goal of delivering the charity's strategy to maximum impact.

**A role description is a reflection of the current position and may change emphasis or detail in light of subsequent developments as the charity is a fast-paced environment. Duties may change from time to time, in consultation with the post holder.**

# The person

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**Every role at Moorfields Eye Charity helps ensure our success and there are certain skills necessary to support this.**

**We're looking for someone who has the following experience or demonstrable transferable skills:**

## Education, qualifications

- › A degree in biomedical sciences, other STEM or health subject.
- › A postgraduate or advanced research degree (PhD) in biomedical sciences/health subject or relevant work experience.

## Knowledge

- › Experience of the research environment in an academic or clinical setting.
- › Established track record of grants management experience in a grant-making organisation (ideally a medical research charity), including managing the peer-review process and funding programmes.
- › Engaging with and supporting grant applicants, providing expert advice on remit and eligibility on behalf of a grant-making organisation.
- › Writing engaging copy for different audiences across varied communication channels.
- › Supporting high level committees/boards.
- › Experience in reviewing and cost challenging grant expenditure and awarded budgets.
- › Understanding of the UK medical and research environment including the role of the AMRC

## Skills

- › Experience using a grant management system or equivalent.
- › Developing and interrogating reports for analysis of grant-making activities.
- › Excellent written and oral communication skills.
- › Excellent attention to detail and accuracy.
- › Effective organisational skills and ability to manage time and prioritise work.
- › Ability to multitask, work independently, quickly and effectively under pressure .
- › Excellent IT skills including Microsoft Word, Excel and Adobe Acrobat.

## Personal qualities

- › Keen interest in research, disseminating funding outcomes to a wide audience, grant-making and grant management.
- › Ability to build confident working relationships at all levels.
- › Self-motivated, pro-active and solutions focused, with ability to work on own initiative and to provide recommendations.
- › Personable, with excellent interpersonal manner and ability to engage stakeholders.
- › Trustworthy, reliable and demonstrable discretion.
- › Able to network and liaise with scientific, clinical and research communities.
- › Willing to be part of a busy, friendly team often working to overlapping deadlines.

## The following criteria would be desirable.

- › Managing high level scientific committees including governance and recruitment.
- › An understanding of the regulation and governance of the charity sector.
- › Experience of using fundraising CRM and finance management systems in a charity.
- › Experience of developing and implementing new grant funding programmes.
- › An understanding research and grant-making into an NHS environment.
- › Experience in fostering or managing partnership grant-making opportunities.
- › Understanding of grant-making supported by restricted philanthropic donations.
- › Direct line management.

## Professional development

**We're committed to your continuing learning and development. All of our team have personal learning and development plans in place that are reviewed, discussed and developed on a regular basis throughout the year. As a charity, we ensure that the time, resources and assistance are set aside to support you and maximise your potential and growth.**

# How to apply

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Find out more and details of how to apply [here](#).

Your application should include your CV and a supporting statement (of no more than 2 pages) which addresses the following points:

- › how your experience applies to the role
- › why this role specifically appeals to you
- › why you want to be part of the team at Moorfields Eye Charity

If you think you could do the role, but don't have all the desirable experience, we would still welcome an application from you.

If you would like to discuss this opportunity further or have any questions about the role, please contact Kate Headford at [kate@charitypeople.co.uk](mailto:kate@charitypeople.co.uk)

Final shortlisted candidate(s) will normally have the opportunity to meet members of the team or wider organisation.

