



World Cancer Research Fund International

Science Programme Manager (Research Evidence) INFORMATION PACK

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For more information please visit our website www.wcrf-uk.org

To apply please email a cover letter and CV in English to hr@wcrf.org

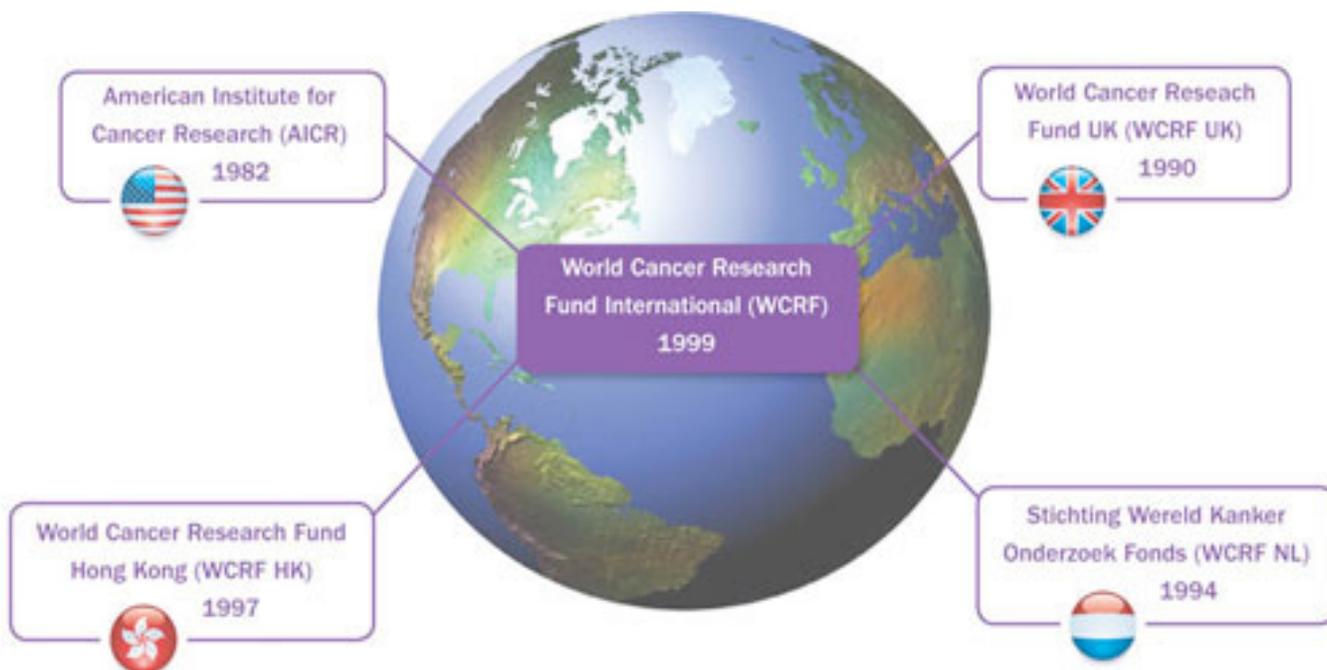
Covering letter (maximum 2 pages). Your letter should provide specific examples of **past achievements to demonstrate how you meet each criterion** of the Person Specification, and should also highlight how your skills and experience would benefit WCRF UK.

If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion. Please note that we only provide feedback to shortlisted candidates.

Closing Date: 5pm, Wednesday 30th October 2013

BACKGROUND INFORMATION: World Cancer Research Fund International

WCRF International is the not-for-profit umbrella association that leads and unifies our WCRF global network of cancer charities dedicated to funding research and education programmes into the link between food, nutrition, physical activity, weight maintenance and cancer risk. WCRF International was created to maximise the potential of each national member, and by building a network of cancer charities, strengthens the global cancer prevention message. The national member charities are based in the US, UK, Netherlands, and Hong Kong.



In particular, WCRF International plays a leading role in directing and supporting the research and policy activities of the WCRF global network. Following the launch of the [Second Expert Report](#), the [Continuous Update Project \(CUP\)](#) was established to maintain a central database of the accumulated evidence related to food, nutrition, physical activity and cancer. It is based on a live system of scientific data that is updated on an ongoing basis with any new research on cancer prevention published worldwide. This allows us to continuously monitor the research on cancer prevention and regularly review our messages. The database is one of, if not the, largest resource of existing scientific literature on food, nutrition, physical activity and cancer in the world. Working with researchers, health professionals, policy makers and other health organisations throughout the world, we provide people with the information they need to make choices that can reduce their chances of developing cancer.

WCRF International shares the London office building with WCRF UK.

To find out more about WCRF International <http://www.wcrf.org/index.php>

JOB DESCRIPTION

Job title:	Science Programme Manager (Research Evidence)
Reporting to:	Head of Research Interpretation
Location:	WCRF International, 22 Bedford Square, London WC1B 3HH
Hours:	22.5hrs/week – Part-time (with the possibility of extending to up to 5 days a week)
Duration:	Permanent
Salary:	£30,000 - £32,000 pa pro rata, plus benefits

Purpose

The post holder will have a key role in contributing to the work of the Continuous Update Project (CUP). This project, carried out in liaison with Imperial College London, follows on from the Second Expert Report '*Food, Nutrition, Physical Activity, and the Prevention of Cancer: a Global Perspective*' published in 2007, which ensures the evidence relating to food, nutrition and physical activity is kept current and up to date into the future.

The post holder will play an important role in the development and presentation of statistical data to support the work of the Research Interpretation division, the Science and Research Department and the organisation as a whole. This will include cancer statistics, preventability estimates and assessing the impact of the Continuous Update Project.

There is a strong project management component to the role, with the post holder being responsible for taking on and driving forwards particular projects within any of the areas above.

There will also be a strong education and communications component, with the post holder expected to contribute in a variety of ways to communicating about the work of the Research Interpretation division to different audiences, both inside and outside the organisation.

On a daily basis the post holder will provide information and advice to the other departments of WCRF International and of the national charity members of the WCRF network, and will contribute to the implementation of the organisation's strategic plan.

While it is expected that most aspects of the role will fall within the main areas outlined above, the post holder will also be expected to contribute to other aspects of science department work, and also science-related web work, when required.

The role will report to the Head of Research Interpretation and will work closely with the other members of the Search and Research division.

MAIN RESPONSIBILITIES:

The main responsibilities of the Science Programme Manager (Research Evidence) will include:

Continuous Update Project (CUP)

- Preparation of papers for Panel meetings including draft conclusions papers (summarise the key findings of systematic literature reviews prepared by the research team at Imperial College London).
- Preparation of WCRF reports/publications on the Continuous Update Project published on the Diet and Cancer Report website.
- Produce short articles for the web or other WCRF related publications e.g. flyers, newsletters.
- Prepare articles for publication in peer reviewed journals and external publications if required.
- Preparation of presentations/posters for CUP related meetings and conferences.
- Coordinate the peer review process for protocols and systematic literature reviews produced by the research team at Imperial College London.
- Monitor and track the impact of the CUP.
- Assist the Head of Research Interpretation in tasks for a major CUP publication in 2017.
- Arrange meetings, produce agendas and take minutes.

Websites

- Help develop and keep up to date the cancer statistics section of the WCRF Intl website.
- Work with the web team to increase website visits.
- Assist with social media activities (e.g. Twitter and WCRF Intl blog) to promote the CUP and associated work.

Preventability estimates

- Assist the Head of Research Interpretation to keep the WCRF preventability estimates up to date.
- Contribute to preventability estimates for network countries if necessary.
- Update the preventability appendix from the 2009 WCRF/AICR Policy Report.

Education and Communications

- Assist in staff training (network) and developing messages related to the Continuous Update Project.
- Advise on scientific content of educational material produced by the network, e.g. copy review of educational leaflets on nutrition and cancer.
- Provide support and guidance for scientific and technical areas of WCRF International's national members, including scientific and health information materials, communications and supporter services programmes.
- Assist with the development and drafting of scientific and other publications where appropriate.
- Contribute to and give presentations both internally and externally on different aspects of the work of the Health Interpretation division.

Other duties

- Provide support for WCRF International Executive Director, Science and Public Affairs, as required.
- Contribute to the wider requirements of the network by drafting papers for consideration by senior executives.
- Presentations (internal and external) on the work of WCRF.
- Networking to promote the organisation to external audiences.
- Any other appropriate duties.

PERSON SPECIFICATION

The person specification describes specifically the traits, skills and experience that are needed for the job.

Experience

- Proven experience of working in a scientific administrative environment
- Proven experience of scientific writing, including report writing, production of minutes and a variety of professional letters
- Experience of project management and/or planning projects
- Experience/knowledge of conducting systematic reviews, and interpreting meta-analyses
- Nutrition and/or Public health experience

Knowledge & Technical Skills

- Understanding of epidemiology as applied to nutrition and/or cancer
- Good numeracy skills

Personal Attributes

- Ability to plan multilayer activities and prioritise conflicting demands to achieve team objectives within agreed deadlines, resourceful with a keen eye for detail and accuracy
- Ability to communicate effectively, both verbally and in writing, presenting information using a variety of approaches to a diverse range of people, to achieve a positive impact and understanding
- Ability to work collaboratively and effectively with colleagues and a wide range of external partners
- Ability to push yourself outside your comfort zone and achieve a high output while juggling many projects and take pride in producing quality work
- Ability to work sensitively to cultural differences
- Ability to proficiently perform moderately complex tasks using popular software packages such as Excel, Word, PowerPoint and databases
- Flexible approach to work and willingness to take on other responsibilities outside of job description

Qualifications

- Educated to at least a Masters degree level (with human nutrition and/or public health being the subject of either the undergraduate or postgraduate degree)

TERMS AND CONDITIONS:

This is a part-time role and the salary for the post is £30,000 - £32,000 per annum pro rata depending on experience, plus benefits

SALARIES

WCRF pays salaries into bank accounts once a month on the 26th of each month.

FLEXITIME SCHEME

A flexi time scheme is in operation across the organisation. The daily requirement is to work 7.5 hours plus from 30 minutes to 1 hour and 30 minutes for lunch. WCRF UK's core business hours from Monday to Thursday are between 10.00am - 5.00pm with flexi time periods between 8.30am – 10.00am and 5.00pm - 7.00pm. WCRF International's core business hours on Fridays are between 10.00am - 4.30pm with flexi time periods between 8.30am – 10.00am and 4.30pm – 7.00pm.

ANNUAL LEAVE

WCRF International's annual leave year runs from 1st October to 30th September. Annual entitlement for full-time staff is in relation to length of service:

Less than 1 year of continuous service at the beginning of a holiday year: 25 days

1 year or more of continuous service at the beginning of a holiday year: 26 days

3 years or more of continuous service at the beginning of a holiday year: 28 days

5 years or more of continuous service at the beginning of a holiday year: 30 days

SICK LEAVE

For full-time staff, WCRF International allows up to 12 days sick leave in any year without deducting pay. This allowance is accrued at the rate of 1 day per month.

PENSION PLAN

We have a voluntary contributory pension scheme. Members of the scheme contribute a min of 3% up to max of 5% of their salary. Contributions are deducted from salaries. The organisation matches a maximum of 5% (and offers a discretionary top up payment of up to 4% depending on the financial position of the organisation). You are eligible to join the scheme after successful completion of the probationary period.

PRIVATE HEALTHCARE

We offer private healthcare for employees, which gives all employees access to private healthcare (hospital and outpatient care) by referral from NHS. You are eligible to join the scheme after successful completion of the probationary period.

DENTAL COVER SCHEME

We offer all employees a contribution to their dental expenses by allowing employees to opt in to a dental cover scheme. You are eligible to join the scheme after successful completion of the probationary period.

LIFE ASSURANCE AND INCOME PROTECTION

We cover all employees from their 1st day of employment and provide cover, which is equal to 4 x the individual's salary on death while employed along side critical illness cover.

PERMANENT HEALTH INSURANCE (PHI) SCHEME

All permanent members of staff, up to the age of 65, whose normal hours of work are at least 15 per week, are covered by the organisation's Permanent Health Insurance (PHI) Scheme, at no cost to employees.

PHI is intended to provide income protection in the event of long-term illness or disability. The scheme provides an income replacement of up to 50% of the basic annual salary after a waiting period of 26 weeks, starting from the date a disability commences.

SEASON TICKET LOAN SCHEME

Employees can take advantage of an interest free loan for a purchase of an annual travel ticket. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

CYCLE TO WORK SCHEME

Employees can take advantage of an interest free loan for a purchase of a tax-free bike or accessories. The loan is repaid via equal deductions from the employee's salary over a 12-month period. You are eligible to join this benefit after successful completion of the probationary period.

CHILDCARE VOUCHERS

WCRF UK offers its employees the opportunity to purchase childcare vouchers by exchanging part of their salary for childcare vouchers.

EMPLOYEE ASSISTANT PROGRAMME

All employees, and their families, have access to a 24-hour confidential advice and support line.

DEVELOPMENT OPPORTUNITIES

WCRF has an annual appraisal process in place during which individual development needs are discussed and training needs identified.

PROBATIONARY PERIOD AND NOTICE PERIOD

The post-holder is subject to a 3-month probation period during which 1 week's notice on either part will apply. Following successful completion of the probationary period the post-holder will be on 1 month's notice period.

October 2013

HOW TO APPLY – THE RECRUITMENT PROCESS

Timetable

Closing date for applications: 5pm, Wednesday 30th October 2013

First interviews: W/C 11th October 2013

To apply

If you would like to apply for this role please send your:

- 1) CV
- 2) Covering letter (maximum 2 pages). Your letter should provide specific examples of past achievements to demonstrate how you meet each criterion of the Person Specification, and should also highlight how your skills and experience would benefit WCRF International.
- 3) Equal Opportunities Monitoring Form
- 4) A complete CV and Cover letter should be sent to hr@wcrf.org

Or;

HR

WCRF International

22 Bedford Square

London

WC1B 3HH.

Please note that we only provide feedback to shortlisted candidates. If you do not hear from us within 14 days of the closing date, please assume your application has been unsuccessful on this occasion.

EQUAL OPPORTUNITY MONITORING FORM

Equal Opportunity Monitoring

World Cancer Research Fund (WCRF INT) is committed to equal opportunities for all. Please help us monitor the effectiveness of our Equal Opportunity Policy by completing and returning this form. This will be separated from your application prior to assessment and used solely for statistical purposes.

Post applied for: _____

Please tick the appropriate boxes below:

Gender: Male Female

Disability:

WCRF INT welcomes applications from people with disabilities. Do you consider yourself to have a disability?

Yes No

Ethnic group:

The categories indicated below are those recommended for use by the Commission for Racial Equality. How would you best describe your ethnic origin?

Bangladeshi	<input type="checkbox"/>	Indian	<input type="checkbox"/>
Black – African	<input type="checkbox"/>	Irish	<input type="checkbox"/>
Black – Caribbean	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
Black – Other (please specify)	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>

Nationality:

UK
Other (Please specify): _____

Thank you for answering these questions.