JOB DESCRIPTION

Job Title: Grants and Programme Coordinator
Time Commitment: Full Time – Permanent
Based at: Mainly home based but with access to MQ Office, London, EC1Y
Reporting to: Grants and Programmes Manager
Salary: £28k – £30k per annum

MQ is the first major charity funding mental health research. By connecting scientists with supporters, together we strive to understand mental health, improve treatments and prevent mental illness.

Job Purpose Summary:
We champion and fund world-class research to transform the lives of everyone affected by mental illness. By connecting scientists with supporters, together we strive to understand mental health, improve treatments and prevent mental illness. Having recently launched a new 5-year strategy, MQ is at a critical point in its development.

An exciting opportunity has come up within the Research department for a Grants and Programmes Coordinator. The right person will be passionate about tackling mental health, and driven to ensure that all projects happen to the highest possible standards. The Grants and Programmes Coordinator is a key position within the organisation, acting as the primary contact for grant applicants with a focus on managing grants process and communications. The Grants and Programmes Coordinator reports to the Grants and Programmes Manager, working closely with and alongside a small staff team.

Key Responsibilities:
- Support new research initiatives as a project coordinator working in collaboration with consortium partners to ensure high quality execution and disseminated learning
- Provide day-to-day administration for MQ’s research portfolio and support the Research team in delivering MQ’s grant-making programmes to set timelines and standards.
- Develop guidance for applicants, application forms and review forms, and upload these to MQ’s grants-management software to create a seamless process for applicants and reviewers.
- Identify and communicate with expert reviewers to ensure peer review is delivered to best practice standards.
- Serve as a liaison between the organisation and the Applicants
- Support the ongoing development of MQ’s grants-management software, making it an ongoing resource for future grant rounds, as well as for regular reporting and financial management of current grants.
- Respond to enquiries about MQ’s Research grant programmes.
- Updating colleagues within MQ on the progress of grants, and updating them on recent research findings.

The post holder will also
- Contribute to achieving the overall objectives of MQ and participate in the development of its new organisational strategy.
- Provide other support to the Research team and MQ as required
Person specification:

**Key skills and attributes**

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<th>Requirements</th>
<th>E – Essential</th>
<th>D - Desirable</th>
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<tr>
<td>Previous charity experience</td>
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<td>Experience with program or project management</td>
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<td>Experience with grant applications, and reviewing financial reports</td>
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<td>Excellent interpersonal and communication skills (written, oral)</td>
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<td>Excellent eye for detail and ability to work accurately, with minimal supervision</td>
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<td>Professional or personal interest or experience in mental health</td>
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<td>Experience of making complex communications more accessible</td>
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<td>Strong organisational and time management skills</td>
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<td>Ability to convey passion for MQ’s cause and the work that we do</td>
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<td>Background or study in relevant fields of mental health sciences</td>
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Equal Opportunities Form

Strictly Confidential – This form will NOT be used as part of the interview process.

MQ Mental Health Research wants to meet our aims and commitments set out in our equality policy. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity. To do this we are launching a survey of all our Trustees, Research Council, Staff, Volunteers, Ambassadors and Awardees.

This survey will help us to ensure we continue to learn and progress our understanding of equity.

MQ needs your help to enable us to do this but filling in this form is voluntary. All information will be anonymous and confidential and be managed under our Data Privacy Policy.

Thank you so much for your time in completing this form.

Gender  □  Man  □  Woman  □  Intersex  □  Non-binary  □  Prefer not to say  □

If you prefer to use your own term, please specify here  Click or tap here to enter text.

Are you married or in a civil partnership?  Yes  □  No  □  Prefer not to say  □

Age  16-24  □  25-29  □  30-34  □  35-39  □  40-44  □  45-49  □  50-54  □  55-59  □  60-64  □  65+  □  Prefer not to say  □

What is your ethnicity?

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

□  English  □  Welsh  □  Scottish  □  Northern Irish  □  Irish  □

British  □  Gypsy or Irish Traveller  □  Prefer not to say  □

Any other white background, please write in:  Click or tap here to enter text.

Mixed/multiple ethnic groups

□  White and Black Caribbean  □  White and Black African  □  White and Asian  □

Prefer not to say  □

Any other mixed background, please write in:  Click or tap here to enter text.
**Asian/Asian British**

- Indian  □
- Pakistani □
- Bangladeshi □
- Chinese □
- Prefer not to say □

Any other Asian background, please write in:  Click or tap here to enter text.

**Black/ African/ Caribbean/ Black British**

- African □
- Caribbean □
- Prefer not to say □

Any other Black/African/Caribbean background, please write in:  Click or tap here to enter text.

**Other ethnic group**

- Arab □
- Prefer not to say □

Any other ethnic group, please write in:  Click or tap here to enter text.

**Do you consider yourself to have a disability or health condition?**

- Yes □
- No □
- Prefer not to say □

**What is your sexual orientation?**

- Heterosexual □
- Gay □
- Lesbian □
- Bisexual □
- Prefer not to say □

If you prefer to use your own term, please specify here  Click or tap here to enter text.

**What is your religion or belief?**

- No religion or belief □
- Buddhist □
- Christian □
- Hindu □
- Jewish □
- Muslim □
- Sikh □
- Prefer not to say □

If other religion or belief, please write in:  Click or tap here to enter text.