

## SECONDMENT OPPORTUNITY

<b>Job title:</b>	<b>Research and Grants Manager</b>
<b>Time commitment:</b>	<b>4 to 5 days a week with flexible working options available</b>
<b>Based at:</b>	<b>MQ Office, London, EC1</b>
<b>Reporting to:</b>	<b>CEO</b>
<b>Line management:</b>	<b>Research and Grants Officer</b>
<b>Duration:</b>	<b>6-12 months</b>
<b>Salary:</b>	<b>Competitive (dependant on experience)</b>

### Introduction:

At MQ, we fund research in order to create a world where mental illness is understood, effectively treated, and ultimately prevented. We now have a fantastic opportunity for someone passionate about furthering mental health research in the UK and internationally. The role offers the ability to meaningfully shape the future of an entrepreneurial organisation, helping MQ cement its position as the UK's leading mental health research charity.

### Job Purpose Summary:

This role will manage MQ's £10m research portfolio and ensure that we effectively deliver our research aims and grant programmes. The Research and Grants Manager will be ultimately responsible for the post-award management of MQ's research projects, building strong and supportive relationships with funded researchers and making MQ a best practice example of a medical research charity.

### Key Responsibilities:

- Manage MQ's research portfolio, including our international Brighter Futures projects focused on young people's mental health, building strong relationships with our funded researchers;
- Review MQ's grant-making policies and processes, in preparation for launching our new funding programme;
- Lead the ongoing development of MQ's grants-management software Flexigrant, making it an integral part of our post-award management;
- Line manage MQ's Research and Grants Officer, offering guidance, development and support.

We are offering this role as an external secondment opportunity as we are hoping to attract an experienced and proactive research manager who can hit the ground running and bring fresh thinking to MQ's grant-making and who is keen get involved in the work carried out by MQ.

If you are interested or would like to have a chat about the role please do not hesitate to contact our current Grants Manager Dominika Panzer on [dpanzer@mqmentalhealth.org](mailto:dpanzer@mqmentalhealth.org) or on 07810447732.

**To apply, submit your CV and Cover Letter (no more than two pages) to [dpanzer@mqmentalhealth.org](mailto:dpanzer@mqmentalhealth.org) by the 28<sup>th</sup> of May, 2019.**