



THE GUY FOUNDATION

Scientific Programme Manager

Salary guide: £30k to £35k depending on qualifications and experience

Hours: Full-time

Contract Type: Permanent

Location: Home-based (with travel as required)

We are looking to recruit a qualified scientist to join The Guy Foundation to help coordinate and develop its quantum biology research programme. The post would ideally suit someone who has academic bench-related experience and proven writing and communication skills, but who would like to move into a new sector overseeing and managing projects while still using their scientific expertise. It may also suit someone who has already made this transition, for instance, who is currently working in the charity sector or medical communications. The successful candidate must be highly motivated, self-reliant, well-organised and have a higher degree (preferably a Ph.D.) in biophysics or biological sciences with a strong physics component.

The Foundation was set up in 2018 to support, lead and coordinate, as well as promote, research into quantum biology with the aim of enhancing our understanding of the role of quantum processes underlying life itself, with the ultimate goal of advancing health and medicine. The team have backgrounds in medicines development, theoretical biology and the causes of modern disease, and seek to understand the latter through studying the origins of life, bioenergetics and evolution through the lens of thermodynamics and quantum physics. They publish regularly in scientific journals and are collaborating with a number of leading quantum biology researchers. The Foundation is currently funding four research projects in the UK and overseas.

The work will require keeping abreast of the scientific literature and the development of a fundamental insight into quantum biology, but also require the ability to encompass a broad range of disciplines. A key skill in this post will thus be the ability to grasp and understand a diverse range of scientific subjects and find the commonality.

In terms of project coordination and management, it will involve liaising with leading scientists and researchers, working with senior members of the Foundation, reviewing and researching grant proposals submitted to the Foundation and preparing scientific reports. There will be opportunities to be involved in writing and publishing scientific papers.



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The postholder will be required to prepare content for both scientific and non-scientific audiences, for instance for the Foundation's website. The role will also involve engaging with the scientific faculty and working with the Programme Director to arrange scientific seminars and conferences. It is a small team, so good interpersonal skills are essential.

The post is ideal for a scientist with practical experience in lab work and who enjoys writing and reviewing scientific literature, as well as theorising, but who now wants to work in a small team to help build an exciting, diverse programme to investigate and promote the potential role of quantum biology in medicine.

Person specification:

- Advanced degree (Ph.D.) in biophysics or biological sciences with a strong physics component or specialty in a related field.
- Previous practical experience in lab work is essential.
- Proven excellent English scientific writing and editorial skills, with ability to write for non-scientific audiences.
- Skilled at reviewing and interpreting scientific literature and a keen interest in this field of research.
- Strong organisational and interpersonal communication skills.
- Highly motivated, self-reliant, able to use initiative and also good at working in a team.
- Mostly home-based, with travel within the UK and internationally from time to time.
- Candidates should be resident in the UK (exceptional candidates from abroad may be considered).

Closing date: Tuesday 9 March 2021 at 12 noon

Initial interviews will be held on Zoom.

Contact

Nina Copping, Programme Director, The Guy Foundation

Email: n.copping@theguyfoundation.org

How to apply

Email a covering letter and CV to Nina Copping: n.copping@theguyfoundation.org

www.theguyfoundation.org

Embracing diversity and promoting equality



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Scientific Programme Manager

JOB DESCRIPTION

Summary: To provide support to the Director of Science and Programme Director by coordinating and developing scientific collaborations and research projects funded by The Guy Foundation and engaging with the quantum biology scientific community through building relationships and organising seminars and conferences.

Reports to: Programme Director / Director of Science

Main duties

Research programme

- Prepare information on the Foundation's research programme (eg website and presentations).
- Handle research grant enquiries and assist with pre-application discussions.
- Maintain the research grants database.
- Process new research grant applications and coordinate review.
- Undertake detailed review and critique of outline and full research grant applications and provide reports for the internal team.
- Identify and manage peer reviewers in the external review of grant applications.
- Work closely with the Director of Science and Board of Trustees regarding project selection and funding decisions. Prepare feedback reports for applicants.
- Undertake grant monitoring, including review of progress reports, visits to sites/laboratories, assistance with grantholder meetings as well as general liaison with project teams to maintain a good overview of funded projects.
- Track and review project outputs; consider and propose ways in which research findings and more general learnings from the Foundation's funded projects can be utilised both within the Foundation's work programmes and by the scientific community.
- Work closely with the Programme Director and assist with grant awards and managing grant finances as needed.
- Contribute to the continued development, evaluation and refinement of the research programme, for example the establishment of new funding streams and in reviewing and updating policies, procedures and templates.



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Scientific development

- Keep up to date with the emerging literature and provide digests for the Director of Science and other members of the team.
- Work closely with the Director of Science to undertake a range of scientific development activities, such as identifying experimental research priorities, providing intellectual input and shaping grant applications.
- Work closely with the Director of Science in drafting or contributing to publications. Support the Foundation's funded researchers with publishing and disseminating their findings.
- Attend scientific meetings / seminars hosted by other institutions in the UK and abroad (both online and face-to-face) on the Foundation's behalf and feed back to the Foundation team.

Engagement with scientific community

- Work closely with the Director of Science and Programme Director to arrange online and face-to-face seminars and conferences for scientists, to include liaising with speakers, preparing briefings, coordinating event registrations and liaising with participants and venues.
- Co-ordinate seminar and conference follow-up, including liaising with speakers, drawing up proceedings documents, arranging for edit and upload of recordings to the website, as well as working with the Director of Science to write up the scientific learnings and ensuring flow-through to the wider work programme.
- Maintain the scientific faculty list, identify new individual scientists and quantum biology centres and engage with them to build an understanding of their research interests and programmes.
- Prepare scientific content for The Guy Foundation website, including written and video content.

Public outreach

- Prepare scientific content for The Guy Foundation website and develop other written materials for non-scientific audiences to help public understanding of quantum biology.
- Work closely with the Director of Science and Programme Director to arrange online and face to face meetings and events on quantum biology for non-scientific audiences.

The Foundation

- Work closely with other members of the Foundation in the general duties associated with its support of quantum biology across the globe.
- The postholder will undertake most of the work from their home, however they will need to travel to face-to-face meetings and events in the UK, and occasionally overseas, as required.