

Company	Duchenne UK
Job Title:	Programme Manager
Term:	Full time
Reporting to:	Director of Research
Location:	Duchenne UK offices, Shepherd's Bush, London

### Background

An exciting opportunity has come up to join our team and to play a key role in helping Duchenne UK (DUK) further its work to find effective treatments for Duchenne Muscular Dystrophy (DMD).

DMD is a muscle wasting disease and is the most common and severe form of genetic muscular dystrophy. There are limited treatment options and no cure. In the UK there are around 2,500 boys affected and around 300,000 worldwide.

As the UK leading DMD medical research charity, we've committed £15M to date to the fight against DMD. We're funding ground-breaking scientific research to find more effective therapies for DMD and to drive transformative technologies to improve quality of life of people living with DMD.

### Job purpose

The Programme Manager will have a strong research management background and report to the Director of Research.

The role's core responsibility will be to manage DUK project portfolio, including DUK funding commitments, aspects of DUK flagship programmes DMD Hub and DMD Care UK, and other future research strategic initiatives.

They will work the Director of Research to engage the DMD patient community and external partners within academia, industry, and other medical research charities, on existing projects and activities and to identify new opportunities aligned to DUK areas of strategic focus.

The Programme Manager will be highly collaborative and work closely with DUK colleagues in the fundraising and marketing, comms, and policy teams to ensure engagement on project portfolio activities and effective delivery.

The Programme Manager will also work closely with the DMD Hub manager and the DMD Care UK manager, under the oversight of the Director of Research.

## Job Description

### Main duties and responsibilities

#### Manage the DUK project portfolio

- Support scouting of new project and collaboration opportunities; if this is achieved through a call for proposals funded by DUK, manage the set-up, launch and delivery of the funding call
- Support the Director of Research in the project proposals' scientific review process and triage to the Scientific Advisory Board, Patient Advisory Board, and DUK board
- Manage project set-up, including contracting, the development of detailed project plans, including go/no-go milestones, and budgets
- Manage and oversee project delivery, including monitoring of progress, according to agreed timelines and deliverables (including written updates and formal reports), and managing project finances, including reviewing and approval of invoices and monitoring project expenditure
- Support research budget forecasting in liaison with the finance team and the Director of Research, and ensure compliance across the project portfolio
- Build and manage relationships with external partners and maintain regular communication through the project life cycle
- Support the Director of Research to identify areas of strategic focus to inform the development of new research programmes. This activity may involve gathering the relevant intelligence from the DMD community, and providing reports to support engagement of prospective partners
- Contribute to and support the development of DUK led research proposals for external funding, with input from key stakeholders, and work with the fundraising team to identify opportunities for research funding

#### Research governance and processes

- Maintain and improve, as relevant, internal processes for research management and governance, including effective project management, monitoring and tracking systems
- Support the Director of Research in research governance activities, such as preparation for board meetings (e.g. producing reports, updates, etc)
- Support the Director of Research to ensure compliance with the Association of Medical Research Charities (AMRC) requirements, such as: contributing to annual data collection and surveys; implementation of AMRC processes and reviews recommendations, as relevant; keep up to date with relevant news and opportunities for training, collaboration and networking

#### Support the Director of Research on the following external engagement activities

- Development and implementation of outreach and engagement activities in the DMD patient and research community to inform areas for research focus and prioritisation
- Scoping and development of formal and informal strategic partnerships and relationships with key stakeholder organisations (e.g. membership societies, other charities, consortia etc)

#### Support delivery of DUK flagship programmes DMD Hub and DMD Care

Under the oversight of the Director of Research and working closely with the relevant programme team:

- Coordinate key programme updates and discussions between the DUK team and the programme teams
- Working with DUK comms team, support the development of external comms and marketing
- Working with the Director of Research and the programme teams, support development of new initiatives

#### Other key responsibilities

- Provide general research admin support (e.g. arrange research meetings, both internal and external, prepare agendas and take minutes)
- Keep the CRM system up to date
- Work with DUK comms team to identify case studies and success stories and support the development of the research comms strategy
- Coordinate research comms and work with the Director of Research and comms manager to ensure all research content is accurate and appropriate
- Support the collection of portfolio data across all programmes for DUK KPIs and to support DUK impact report development
- Coordinate and deliver research led events e.g. workshops, conferences
- Travel across the UK to attend meetings with partners

#### Qualifications and experiences

##### Required:

- A relevant degree in biomedical science (e.g. biology, pharmacology, medicinal chemistry)
- A track record of successful management & delivery of large research programmes and project portfolios involving multiple organisations
- Evidence of project management experience
- Experience of liaising with senior individuals in a variety of organisations with an ability to create favourable working relationships

##### Desirable:

- Medical research experience, gained in the bio-pharmaceutical industry or academia or in the charity/public sector is highly desirable
- A scientific background in DMD or other neuromuscular conditions with research experience in DMD or other neuromuscular conditions
- Project management qualification (e.g. PRINCE 2)
- Knowledge of the charity sector

##### Key skills for the role:

- Exceptional organisational skills, including attention to detail and record keeping
- Outgoing with excellent interpersonal and communication skills both written and verbal
- Proactive, self-motivated, flexible and enthusiastic team player who can also work independently contributing to the development of a positive, can-do culture
- Confidence and diplomacy when dealing with stakeholders with diverse levels of experience and seniority
- Ability to work under pressure to tight deadlines

#### Other Requirements

- Occasional working outside of office hours for key events and activities
- Undertaking any other duties which are required and are commensurate with the role of Programme Manager

Apply for this role: Please send your CV and cover letter (max 1 page) to [alessandra@duchenneuk.org](mailto:alessandra@duchenneuk.org)