

Company	Duchenne UK
Job Title:	Grants Manager
Term:	Full time
Reporting to:	Director of Research and Development
Salary range:	£40,000 - £44,000
Location:	Duchenne UK offices, Shepherd's Bush, London

An exciting opportunity has come up within this ambitious charity to play a key role in helping Duchenne UK further its work to find effective therapies for Duchenne Muscular Dystrophy (DMD).

This is a great opportunity to join our small, friendly and passionate team to play a vital role in helping us achieve our mission. Together, we will end Duchenne.

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 2,000 boys affected and around 300,000 worldwide.

As the UK leading DMD medical research charity, we've raised over £34M to date to fight DMD. We're funding ground-breaking scientific research to find more effective therapies, improve care and to progress transformative technologies to improve quality of life for people living with DMD.

ROLE IMPACT

This role plays a vital part in driving the impact of the Duchenne UK Research and Development team, advancing promising new science to improve the lives of those living with DMD.

You will be central to the management of the DUK research portfolio, including project funding, aspects of flagship strategic programmes in clinical research, care, assistive technologies and patient data, and other future strategic research initiatives.

You will engage the DMD patient community and external partners within academia, industry, and other medical research charities, to drive forward existing projects and activities and to identify new opportunities aligned to DUK areas of strategic focus.

This role will report to the Director of Research and Development, working closely with the broader Research and Development team, as well as functions across the organisation to help deliver on DUK's research priorities.

WORKING FOR DUCHENNE UK

We are a friendly, energetic, and determined team. As we are led by two parents of boys who live with DMD, our team has a very strong feeling of contribution to our mission.

We prioritise team building and wellness through an annual offsite Team Away Day and an annual offsite Wellness Day, alongside social activity throughout the year.

In the summer months of July and August, staff benefit from 'Summer Fridays', allowing them half days on Fridays (pro rata'd for part time staff) to enjoy the long summer weekends.

JOB DESCRIPTION

Main duties and responsibilities

Manage the DUK project portfolio

- Become a subject matter expert in applied and translational research in DMD, allowing informed decision making and effective communication with key stakeholders
- Support identification of new project and collaborative opportunities, including the ongoing management and delivery of our applicant-led funding call
- Support the Director of Research and Development in project scientific review, working with the Scientific Advisory Board, Patient Advisory Board, Senior Leadership Team and DUK Board of Trustees
- Manage project development and initiation, 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 Development, 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 and Development to identify areas of strategic focus to inform the development of new research programmes
- Contribute to and support the development of DUK led research proposals for external funding and work with the income generation team to identify opportunities for research funding

Research governance and processes

- Maintain and improve, as relevant, internal processes for research management and governance
- Act as system owner for the research functions within DUK's CRM (Salesforce), maintaining records and driving process improvements for grant workflows and monitoring



- Support the Director of Research and Development in research governance activities
- Support the Director of Research and Development 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 and Development 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 strategic programmes

DUK has strategic programmes in clinical research access and capacity, care standards and care access, assistive technologies and patient data. Under the oversight of the Director of Research and Development 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 Development and the programme teams, support development of new initiatives and external funding opportunities

Other key responsibilities

- Provide general research admin support (e.g. arrange research meetings, both internal and external, prepare agendas and take minutes)
- 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 Development and comms team to ensure all research content is accurate and appropriate
- Work with the income generation and comms teams to provide updates to our key co-funding partners
- 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 and support the Director of Research and Development in the agenda and content development for the annual Duchenne UK New Horizons conference
- 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 translational research programmes and project portfolios involving multiple organisations
- Evidence of grants management experience
- Experience of liaising with senior individuals in a variety of organisations with an ability to create strong 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 a relevant field of research

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 and occasional travel
- Undertaking any other duties which are required and are commensurate with the role of Grants Manager



BENEFITS

- 25 days of annual leave + 8 days of public holidays (both pro rata)
- Summer Fridays – half days on Fridays in July and August (pro rata)
- Flexible working policy
- Hybrid working with a minimum of 2 days in the office per week
- Standard Employer Pensions contributions after 3 months
- Team wellness day and team away day
- Training and development opportunities

TERMS AND CONDITIONS

The appointment is subject to satisfactory references and an initial six-month period of probation, during which performance will be regularly reviewed.

The applicant must have the right to work in the UK and provide relevant 'right to work' documentation.

Relevant training will be provided during induction as well as opportunities to develop your career through experience of different aspects of the charity's work and working with colleagues on new initiatives.

Sound like the job for you? We'd love to hear from you.

APPLYING FOR THIS JOB

Please send us a **copy of your CV** with a **cover letter** (max 1 page) that includes the following:

1. Please tell us why you would like to work for Duchenne UK.
2. In the job description, we have highlighted a range of essential experience and skills that we need. Please describe how you have demonstrated these with practical examples.
3. If you think you have other qualities, we have not mentioned but which you think suit this role, please let us know. We want to know some of the things you have done and the experiences you've had, and what you think they have taught you.
4. Tell us one thing that really excites you about this role.

Please email your application to recruitment@duchenneuk.org **by 10am on Monday 14th September 2026**.

Interviews will take place w/c 21st September 2026 in person (at the Duchenne UK offices in Shepherd's Bush)

If you would like to discuss the role, please contact recruitment@duchenneuk.org