Job Title – Grant Systems Administrator
Salary – from £30,612 per annum
Contract Type – Fixed Term (until 30.06.2027)**,** Full-time (35 hours),
Location - We fully support flexible working, from our superb offices in Holborn and from home. We do require staff to spend 20% of their time in the office. This is subject to role requirements.

About us

Do you want to change healthcare for the better?

Join the Royal College of Surgeons of England (RCS England) and you will be part of a professional membership organisation and registered charity that is committed to advancing surgical care.
We provide world-class education, assessment and development to 30,000 surgeons and dental surgeons at all stages of their career. Our vision is to see excellent surgical care for everyone. We do this by setting professional standards, facilitating research and championing the best outcomes for patients.

Our heritage home in Lincoln's Inn Fields, Holborn
Nestled in the heart of bustling London, our beautiful heritage building in Lincoln's Inn Fields, Holborn, offers an easily accessible location steeped in history. Now transformed into a centre of excellence for surgery, it provides a welcoming place for all our members to train, meet or network, wherever they live and work.

About the role

The Research Department of RCS England delivers an annual programme of research grants to members at all stages of their surgical careers – most notably the prestigious RCS England One-Year Surgical Research Fellowship programme, our Pump-Priming Grants programme, as well as other high-profile awards and grants.

We are looking for a Grant systems administrator to work with and provide support to the Research team across the software systems that are used to manage the end-to-end lifecycle of our full portfolio of grants and fellowships.

Responsibilities

- Support our grant management process, mainly through the use of cloud-based Flexi-Grant Software
- Create grant application forms on Flexigrant, using existing templates, modifying where needed and test thoroughly before going live.
- Respond to routine applicant enquiries
- Assist with assigning reviewers to applications
- Generate real-time progress for applications, track scores and review progress.
- Set up committee workspaces where needed
- Help to compile the data needed for feedback calls
- Move eligible applications through each stage on Flexigrant and set up reporting schedules
- Help to produce award packs
- Support the financial tracking of awards using the Dynamics 365 finance system
- Assist with the production of the 5 year research report

About you

- Strong familiarity with Flexi-Grant Software or comparable grant management software
- Demonstrable understanding of research grant management within the charity sector
- Experience of using database tools for analytical work and reporting
- Basic understanding of grant compliance standards
- Experience of constructing/editing web pages
- Proficiency in the use of Word, Excel, Sharepoint
- A 'can do' approach, to liaise smoothly with applicants and internal teams
- Commitment to providing a high standard of applicant and stakeholder support
- Experience of providing effective administrative and programme coordination
- Ability to take initiative and use sound judgement within established procedures.
- Ability to work independently and as part of a small team.

What's in it for you?

- 27 days paid holiday + bank holidays and up to 4 college closure days over the festive period & other leave entitlements (carers leave, fertility treatment leave, etc.)
- Hybrid and flexible working. We require staff to spend a minimum of 20% of their time in the office, subject to role requirements.
- Opportunity to work from outside the UK (up to 2 weeks) (dependant on eligibility)
- Enhanced contributory pension scheme
- Equal access to enhanced parenthood leave
- A range of staff and peer networks
- Employee health and wellbeing committed (Healthcare cash plan, menopause friendly, disability confident employer, mental health first aiders, EAP etc.)
- Retail discount platform
- Sabbatical and volunteering opportunities
- Variety of learning and development opportunities

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Friday 6 November 2026

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

The Research Department of RCS England **delivers an annual programme of research grants** to members at all stages of their surgical careers – most notably the prestigious RCS England One Year Surgical Research Fellowship programme, our Pump-Priming Grants programme, as well as other high-profile awards and grants - including support to medical students researching a relevant area of surgical practice through to honorary Professorial and other senior lectureships.