**Nuffield Foundation: Manager, Student Programmes**

**Summary**

Contract: Permanent.

Location: 28 Bedford Square, Central London.

Reports to: Head of Student Programmes.

Salary: c £35k

We are seeking an experienced programme/project manager to shape and manage a portfolio of student programmes that aim to develop the scientific thinking and quantitative skills of young people in schools and university. This is an exciting opportunity to shape and develop our existing programmes and to be part of a team creating new student-facing initiatives.

The Student Programmes team is part of the Foundation’s Education Team (which also includes stimulating and managing grant funding for research and innovation grants covering education topics affecting children and young people from 0-25 (see: <http://www.nuffieldfoundation.org/grants-research-and-innovation-projects>). The development of new programmes will be informed by evidence from both the ongoing monitoring and appraisal of the exiting interventions and the portfolio of research and innovation grants.

The Manager, Student Programmes will work closely with the Head of Student Programmes and the Head, Nuffield Research Placements (see: <http://www.nuffieldfoundation.org/nuffield-research-placements>) to manage and develop the Q-Step Programme (see: <http://www.nuffieldfoundation.org/q-step>) and the Nuffield research Placements.

Nuffield Research Placements

Nuffield Research Placements provide over 1,100 students each year with the opportunity to carry out a research project alongside professional scientists, technologists, engineers and mathematicians. Placements take place over the summer, between Years 12 and 13 or after S5 in Scotland. Students taking a post-16 science, technology, engineering and mathematics (STEM) course are eligible to apply.

Placements are available across the UK, in universities, commercial companies, voluntary organisations and research institutions and they are increasingly aimed at students who don't have a family history of going to university or who attend schools in less well-off areas. Some students may also be eligible for a weekly bursary in addition to travel expenses so that they may participate in the programme. The programme is managed centrally but is also supported regionally and in the devolved administrations by a network of 16 regional coordinators.

We are currently undertaking a longitudinal evaluation of the Nuffield Research Placements.

Q-Step

In partnership with the ESRC and HEFCE, we are working to address the issue of quantitative skills development for social science undergraduate students. [The Q-Step Programme](http://www.nuffieldfoundation.org/q-step) is now in its fourth year of operation and provides undergraduates at 18 universities across the UK (Q-Step Centres and Affiliates) with quantitative skills training that is fully integrated into subjects such as: education; geography; international relations; law; linguistics; political science; population health; PPE and sociology.

Q-Step Centres and Affiliates have developed new modules and new degree programmes, fully integrated with the subject matter of the degree programmes. In the most recent year, almost 700 new undergraduate students began degree programmes and over 5,000 students were taking one or more of the new modules. A further benefit of Q-Step is that, by the very nature of the typical student intake to social science programmes, many more female students will gain degrees with highly developed quantitative skills. An overview of the Q-Step network can be found here: <http://www.nuffieldfoundation.org/sites/default/files/files/Q_Step_Prospectus_final_web_spreads(1).pdf>

We are about to commission an external evaluation of the Q-Step Programme.

The Manager, Student Programmes will be part of a team of five people (inclusive) and will be expected to be able to represent the Foundation and the Programmes externally. The successful applicant will also play a central role in managing the work of the Nuffield Research Placements coordinators and the online application system. They will also be able to influence the development of pilot programmes to complement both Q-Step and the Nuffield Research Placements. The Manager, Student Programmes will work closely on a day-to-day basis with the two Programme Administrators.

The ideal candidate will be an excellent people and programme/project manager with good data-handling skills (including financial information). Candidates with a good working knowledge of the UK education system, science or mathematics education or employer engagement in education would bring notable additional benefits to this role.

To apply, please send your CV together with a covering letter addressing the criteria in the Person Specification to [recruitment@nuffieldfoundation.org](mailto:recruitment@nuffieldfoundation.org) to reach us by midday on Friday 10 March 2017.

Interviews for this role are expected to be held on 20 March and/or 27 March 2017 at the Nuffield Foundation.

**The organisation**

The Nuffield Foundation is a charitable trust established in 1943 by William Morris, Lord Nuffield, the founder of Morris Motors. Our aim is to improve social well-being and we do this by:

* Funding research and innovation projects in education and social policy. In 2015 we awarded 34 new research grants with a total value of £5 million.
* Building research capacity in science and social science, most notably through our Nuffield Research Placements for Year 12 (or equivalent) students, and Q-Step, a £19.5m programme designed to promote a step-change in quantitative social science training for undergraduates.

We play an active role in ensuring the work we fund has an impact on policy and practice, particularly in the medium and long term. This includes:

* Identifying gaps in evidence in key areas of social policy and commissioning and stimulating work to address them.
* Synthesising findings from research projects and publishing implications for policy and practice.
* Convening events that bring together key researchers, policy-makers, and practitioners to discuss work we have funded and to agree next steps.

We spend about £11 million on these activities each year, using the income generated by investing the Foundation’s endowment. Our board of Trustees is responsible for deciding what we should fund, working closely with senior staff. We are financially and politically independent, but we often work in partnership with other organisations that share our aims and interests.

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| **JOB DESCRIPTION** | | | |
| Job title | **Manager, Student Programmes** | Department | **Student Programmes** |
| Job holder |  | Reports to | **Simon Gallacher, Head of Student Programmes** |
| Job type | **Permanent Full-time** | Date created/amended | **17 Feb 2017** |
| Job aim | To manage the development and delivery of existing (Nuffield Research Placements and Q-Step) and new student programmes. | | |
| Resources | Budget: The role will involve taking an active part in planning, implementing and monitoring student programme budgets within agreed limits. | | |
| Key working relationships | The post-holder will report to the Head of Student Programmes and will work closely with the Head of Nuffield Research Placements and the two programme administrators. | | |
| **Responsibilities,** Including but not limited to: | | | |
| 1. **Programme delivery and planning** | | | |
|  | * Ensure student programmes are set up, managed and maintained effectively alongside any new programmes that evolve. * Oversee the day-to-day administrative work for the programmes. * Resolve operational problems for the existing programmes. * Research and analysis to support the strategic development of existing and new programmes. * Development, implementation and operation of new systems to assist programme management and evaluation. * Develop programme management tools and reporting approaches (such as dashboards/report cards). * Maintain and manage the risk registers for the programmes. * Contribute to the evaluation and regular reporting of programme outcomes to Senior Management, Trustees and external partners. | | |
| 1. **Managing resources** | | | |
|  | * Work with key external delivery partners (for example, NRP and Q-Step Coordinators). * Monitor programme budgets, provide updates on planned spending and support annual budget planning. * Review and develop processes (with Finance colleagues) to maintain budget information and to develop the most effective ways of working. * Oversee the running of the existing and up-coming Student Programmes online systems. | | |
| 1. **Communications and marketing** | | | |
|  | * Work closely with the Communications Manager and colleagues to ensure that the programmes are communicated effectively and corporately to the correct audiences. * Oversee the annual cycle of communications activities, including refreshing programme literature, any website materials and social media (for example, LinkedIn alumni groups and the NRP alumni). * Represent the Foundation at external events and committees, deputising for the Head of Student programmes as required. * Act as the first point of contact and help to establish and maintain internal and external partnerships to support programme delivery. * Support development work with external agents such as UCAS to position the programmes with potential students. * Communicate information about the programme to stakeholders. * To plan and manage the delivery of a range of annual events (such as the Q-Step Warwick Symposium, and NRP coordinator meetings). * Manage the programme update elements of team meetings. | | |
| 1. **Data management** | | | |
|  | * Be responsible for programme data management and analysis within the team – whether carried out directly or by managing external suppliers. * Manage, deliver and interpret data internally for regular reporting, budgets and any other purposes that may arise. | | |
| **Other** | | | |
|  | * It may be necessary to carry out other work within the scope of the role, as reasonably requested. | | |

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| **Person specification** |
| **Experience (E – essential; D – desirable)** |
| 2-3 years of relevant project management experience (including managing risks) from start to finish and to an agreed budget (E). |
| Extensive working knowledge of either (or both) the schools and higher education sectors in the UK (or similar) (D). |
| Experience of and confidence in both handling and interpreting data (E). |
| Demonstrable experience of communicating effectively in different media and with a range of audiences (E). |
| Experience of overseeing and managing the work of others (e.g. external delivery partners – including academics, consultants, freelancers, subcontractors). (E) |
| Liaising and maintaining relationships with diverse external key stakeholders and partners. (E) |
| Experience of planning, administering and monitoring budgets. (E) |
| Experience of running a service-focused project/programme. (D) |
| A degree or equivalent professional experience. (E) |
| **Knowledge and Skills** |
| Excellent project management skills. |
| Excellent attention to detail. |
| High level of numerical fluency, including manipulating large datasets. |
| Research and Analytical skills |
| An ability to communicate well, both orally and in writing (including presentations. |
| Confident IT skills (to include Microsoft Office, spreadsheets, databases, content management systems and online software such as Survey Monkey and Google docs etc) with a willingness to develop and upgrade IT skills as needed |
| Keep abreast of policy concerning programme areas – for example, mathematics, data, STEM, employer engagement in education, teaching. |
| Able to represent professionally the Foundation and its views at a range of events. |
| **Personal Qualities** |
| A well-organised, logical approach to work. |
| Act innovatively, take the initiative, and be part of a team. |
| A flexible attitude to work, willingness to support colleagues in the team and Foundation as needed and openness to change. |
| Ability to work to deadlines when required and managing peaks and troughs of work. |
| An interest in learning new skills. |
| An ability to work to independently and knowing when to refer to/involve others within and beyond the team. |
| **Special Job Requirements** |
| Some occasional off-site and evening and weekend work, where required and with notice given and time off *in lieu* (perhaps five nights per year, spread throughout). |