



## **Grants Administrator (Live Grants)**

**Contract: Permanent, full-time role**

**Location: 28 Bedford Square, Central London**

**Salary: Circa £28,000 per annum + (depending on experience)**

### **Background Information**

#### **About the Foundation**

The Nuffield Foundation is an endowed charitable Trust. It was established in 1943 by William Morris, Lord Nuffield, the motor manufacturer and philanthropist. Our aim is to improve social well-being. We do this by making grants, holding seminars and other activities to ensure that policy-makers and practitioners consider robust evidence.

The Foundation has an endowment worth some £400m and has an annual expenditure of around £11m. We often work in partnership and other organisations contribute to our projects and programmes. We are financially and politically independent.

The Nuffield Foundation's research, development and analysis portfolio is central to the delivery of our mission to advance educational opportunity and social well-being across the UK. We expect the work we fund mainly through grants to improve the design and operation of social policy, especially in those domains that we have always identified as underpinning a well-functioning society: Education, Welfare and Justice.

#### **About the role**

The Grants Administrator (Live Grants) will focus on managing the grants that have already been awarded. Working in a team of 4 along with two other Grants Administrators, the role will report to the Programme Head.

This will be a busy and varied role where you liaise with all our internal grant team and be the initial point of contact for grant-holders across our whole portfolio. Please see further information in the job description below.

To apply, please send your CV together with a covering letter to [recruitment@nuffieldfoundation.org](mailto:recruitment@nuffieldfoundation.org) to reach us by 12.00 on Friday 1 February.

<b>JOB DESCRIPTION</b>			
Job title	<b>Grants Administrator (Live Grants)</b>	Department	<b>Grant and Programmes</b>
Job holder	<b>Vacancy</b>	Reports to	<b>Programme Head</b>
Job type	<b>Permanent</b>	Date created/amended	<b>January 2019</b>
Job aim	To implement the Nuffield Foundation's processes for managing live grants, ensuring follow through and helping to build a community of grant holders who are engaged with Nuffield's agenda.		
<b>Responsibilities, including but not limited to:</b>			
<b>1. Grants Administration</b>			
	<p>Responsible for grants administration across the whole portfolio, focussing on the management of grants once awarded:</p> <ul style="list-style-type: none"> <li>• Initial point of contact for queries from existing grant holders (responding directly to all those that do not require Programme Head advice)</li> <li>• Handling change requests from grant holders: ensuring these are passed to relevant Programme Heads with initial advice; that any additional approvals (e.g. where requests exceed delegated authority of Programme Heads) are secured and recorded for audit purposes; and that requests are responded to within agreed service levels.</li> <li>• Keeping electronic records up to date for grants (currently GIFTS)</li> <li>• Monitoring progress, proactively identifying and addressing issues and undertaking regular portfolio reviews</li> <li>• Tracking outputs and events relating to grants and where appropriate ensuring that relevant Foundation staff can input and make suggestions.</li> <li>• Monitoring final completion of grants against requirements, including end of project assessment requirements</li> <li>• Collating information for the evaluation of the outcomes and impact of grants as required including input and analysis of the End of Project Assessment forms.</li> <li>• Providing general grants operational support across the Grants team as needed, including, but not limited to: supporting the grants application process; processing invoices; and dealing with budget and invoice queries with grant applicants, grant holders and colleagues in the Foundation's Finance team.</li> </ul>		
<b>3. Organisational</b>			
	<ul style="list-style-type: none"> <li>• Arranging Advisory Board meetings at the Foundation on behalf of grant holders and providing assistance (e.g. identifying potential invitees) with organisation of events as appropriate.</li> </ul>		
<b>4. Communications and Web</b>			
	<ul style="list-style-type: none"> <li>• Maintaining and updating the Guide for Grant-holders and drawing on the advice of the Nuffield Foundation Communications Manager,</li> </ul>		

	<p>develop and maintain communications materials (presentations, newsletter articles, web text etc.) to ensure this is communicated effectively online, through newsletters and through effective outreach.</p> <ul style="list-style-type: none"> <li>Ensuring the Nuffield Foundation website project and thematic pages are kept up to date as grants progress.</li> </ul>
<b>5. Management Information</b>	
	<ul style="list-style-type: none"> <li>Producing and circulating management information, dashboard and analysis or ad hoc reports as required so that Programme Heads and senior managers are kept apprised of progress across the grants portfolio, and of forthcoming outputs.</li> </ul>
<b>6. Team Work</b>	
	<ul style="list-style-type: none"> <li>Working closely with the other Grants Administrators, providing cover where necessary</li> </ul>
<b>Person specification: Grants Administrator (Live Grants)</b>	
	Essential (E), Highly Desirable (HD)
<b>Experience</b>	
▪ Relevant administrative/operational experience	E
▪ Database administration, with some knowledge of grants systems	E
▪ Understanding of grant making or commissioning work	HD
▪ Working in a team supporting multiple people	HD
▪ Working in a grant giving organisation/understanding of grant making or commissioning work	HD
<b>▪ Knowledge and Skills</b>	
▪ Ideally educated to degree level or equivalent, or relevant equivalent work experience	HD
▪ Excellent organisational skills, in particular co-ordination and planning	E
▪ Strong written and verbal communication skills	E
▪ High-level IT skills (including Microsoft Word, Excel, Powerpoint, Teams and Outlook) as well as strong data handling skills	E
▪ Good numeracy skills	E
▪ Analytical – an ability to analyse information and data	E
▪ Strong attention to detail and accuracy	E
▪ Experience of proof reading	HD

▪ Experience, qualification or strong interest in social science	HD
▪ <b>Personal Qualities</b>	
▪ The ability to work to deadlines, managing peaks and troughs of work	E
▪ Proactive with ability to use initiative and work independently when required	E
▪ Flexible attitude to work and willingness to help out as needed	E