Nuffield Foundation

JOB DESCRIPTION

Job title	Grants and Programmes Manager	Department	Grants and Programmes
Job holder		Reports to	Director, Justice and Director, Education
Job type	Permanent. Part time or flexible working considered	Date created	July 2022

Job aim	Key aims are to: ▪ work flexibly with Programme Heads, Directors and other colleagues to manage the portfolio of current and future research grants ▪ Conduct research and scoping for new initiatives as required ▪ Consider connections and synthesis across the grant portfolio, and work with Programme Heads to both encourage new applicants and build connections between existing ones.
Resources	The Grants and Programmes Manager will work as part of the Grants and Programmes team supporting Programme Heads with budget management Administrative support for grant management is provided by the Grants Operations Team. Communications/Events support is also available

Responsibilities *including but not limited to*:

1. Management of grant applications

- Manage key grant making processes for each round, ensuring clear timetable, and working with Grants Operations Team colleagues to progress tracking of live applications in the system.
- Assess outline and full grant applications for quantitative and qualitative rigour and potential to meet the Foundation's priorities. Provide formative comments on applications and recommendations for how they should be handled, working with Programme Heads, Directors and Trustees.
- Identify peer reviewers for applications, synthesise comments
- Prepare cover sheets for applications that will be submitted to Trustees
- Ensure clear and timely outcomes are communicated to applicants. Prepare constructive feedback where appropriate.

2. Management of live grants and supporting programme development work

- Work with Programme Heads and Directors on management of key grants and strategic projects to ensure appropriate advisory arrangements, including participation in advisory groups for high priority projects
- Work with Grants, and Operations staff to actively manage designated grants and projects to ensure effective progress, identify and manage risks providing timely

	advice to grant-holders where amendments are needed, and escalating to Programme Heads as appropriate
	Prepare and update project pages for the Foundation's website for funded grants
	Review the communication plans, interim reports and other outputs from funded projects, taking advice from Foundation colleagues where appropriate.
	Review main public outputs and other substantive reports from funded projects, taking advice from Foundation colleagues where appropriate to provide timely and constructive advice to grant-holders to maximise the impact of funded projects
	Work with Programme Heads and Directors to ensure appropriate advisory arrangements are in place for grants and strategic projects, including representing the Foundation at advisory groups, as appropriate.
	Carry out end-of-project assessments, capture learning from grant activity, review and improve grant processes, including contributing to implementation of the Success Framework to evaluate the impact of the grants portfolio.
	Keep electronic records up to date using the Foundation's grant management system (built in Salesforce)

3. Develop opportunities to maximise the impact of our wide portfolio through appropriate connections and synthesis.

	Development, planning and project management of identified strategic workstreams, working alongside Programme Heads or Domain Directors as required.
	Assist with planning, organisation and delivery of events to disseminate and build learning from grant funded projects and other related work
	Monitor policy and research developments in relevant areas to identify opportunities to enhance impact of grants
	Identify linkages within grants and to other areas of Foundation activity, promoting and supporting the building of connections and sharing of knowledge across projects as appropriate.
	Work with Foundation staff to help synthesise work in identified topic areas

4. Contribute to Grants and Foundation wide communication

| | Support cross Grants team communication and joint working across domains and across the organisation |
| | Support revision of grants related processes and guidance as and when required, for example updates of the guide for grant holders. |

5. Other

| | The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested. |

Person specification	Essential, Desirable, or Highly Desirable
Experience	
Experience of using a range of research methods in the design, development and management of research projects, with strong understanding of research design	E
Experience of critically appraising research reports, including formal methods of research synthesis, with some core quantitative and/or qualitative research knowledge and basic understanding of range of research methods beyond core expertise.	E
Experience of drawing policy and practice implications from research findings	D
Experience of managing a budget	D
Experience of writing or editing and publishing research-based outputs	D
Some experience of running workshops/setting up events	D
Knowledge and Skills	
Degree ideally gained in a subject with a strong research methods component, including formal quantitative skills training	E
Post-graduate qualification in a subject with strong research methods component or equivalent experience in undertaking/managing research	HD
Strong analytic skills, including not only understanding research design strengths and weaknesses but also analytic use of evidence in framing a debate, and developing or assessing policy options	E
Knowledge of substantive research and policy areas and their connection to economic and social outcomes, coupled with a breadth of interest across the programme areas of welfare, education, and justice (particularly one or both of the latter two areas)	E
Excellent verbal and written communication skills, and the ability to write clearly and accurately for different audiences (eg policy makers, practitioners, researchers	E
Highly organised, with strong time and project management skills	E
Personal Qualities	
Ability to develop collaborative relationships	E
Ability to work both independently and flexibly, and as part of a team	E
The ability to solve problems, and to investigate, initiate and evaluate solutions	E
Confidence to work with some autonomy and use initiative	E