

JOB DESCRIPTION			
Job title	Strategy and Project Manager	Department	Strategy and Engagement
Job holder	Vacant	Reports to	Director of Strategy and Engagement
Job type	Fixed term until December 2024	Date created	June 2023
Job aim	Work with the Director of Strategy and Engagement, the Senior Leadership Team, Foundation staff, and external stakeholders to plan, project manage and draft the next revised Nuffield Foundation strategy.		
Responsibilities include:			
1. Strategy development			
	<ul style="list-style-type: none"><li>Support the Strategy Director to define a programme of workstreams covering all elements of the strategy (including areas such as stakeholder engagement, horizon scanning, objective setting, and developing measures to evaluate impact).</li><li>Provide research and strategy support in areas such as setting up futures workshops and developing theories of change and impact measures- working with other Foundation staff and external experts where appropriate.</li></ul>		
2. Project planning and management			
	<ul style="list-style-type: none"><li>Develop a project plan with milestones for each workstream and monitor progress regularly to ensure that each is on track and reporting through the Foundation’s governance structures at the right moment.</li><li>Support the Strategy Director in convening a project group of staff from across the foundation to progress each workstream and act as overall project manager to this group.</li></ul>		
3. Content management and drafting			
	<ul style="list-style-type: none"><li>Help to draft sections of the strategy, working with colleagues across the Foundation to iterate drafts.</li></ul>		
4. Communications and engagement			
	<ul style="list-style-type: none"><li>Work with the communications and public affairs teams on events supporting the strategy development, including external stakeholder consultation - and on the final launch of the published strategy.</li></ul>		

<b>5. Cross-cutting/Collaboration</b>	
	<ul style="list-style-type: none"> <li>• Act as a cross-cutting champion and facilitator, ensuring that projects and initiatives are joined up where possible and impacts considered across the Nuffield 'family-wide' networks.</li> </ul>
<b>6. Organisation relationships/Resources</b>	
	<ul style="list-style-type: none"> <li>• Working closely with the strategy project teams.</li> <li>• Reporting to Director of Strategy and Engagement, and engaging with the leadership team, and the wider staff regularly</li> </ul>
<b>7. Other</b>	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

<b>Person specification</b>	Essential (E), Highly Desirable (HD), Desirable (D)
<b>Experience</b>	
Strong project experience, managing multi-stakeholders projects	E
Experience of communicating with and consulting a body of external stakeholders.	HD
Experience of strategy processes, including how to build and implement theories of change and/or impact measures.	E
Experience of some the areas of research and practice covered by the Nuffield Foundation: social wellbeing, education, welfare, justice, bioethics and AI (Artificial Intelligence).	HD
<b>Knowledge and Skills</b>	
Proven project management skills, developed in a complex policy or research environment	E
Strong collaboration skills. Ability to work with a range of colleagues with different interests	E
Strong communication skills, including fluent and accurate writing and ability to present in meetings.	E
Methodical, with strong analytical skills and some understanding of quantitative and qualitative research methods	D
Workshop facilitation skills	HD
<b>Personal Qualities</b>	
Flexible and collaborative in working with a wide range of colleagues	E
Ability to quickly build positive working relationships with a wide range of stakeholders	E
Autonomous and proactive style	HD