JOB DESCRIPTION			
Job title	**Programme Head: Racial Diversity 2048**	**Department**	Grants and Programmes
Job holder	Vacant	**Reports to:**	TBC (Director level)
Job type	Permanent. Part time and/or flexible working requests considered	**Date created**	September 2023
Job aim	Key aims are to: ▪ Help define, develop and deliver a programme of research grants and other initiatives that will lead to high-quality evidence about the foundations, obstacles and pathways to a racially inclusive and just society. ▪ Engage with the relevant policy, practitioner and research communities to scope and forge relevant partnerships and projects and promote the Nuffield Foundation as a stakeholder in this area ▪ Work with Directors and Programme Heads to support the Foundation to assess and fund applications for rigorous and methodologically plural research across our grant programmes, and identify opportunities and partnerships that can help create impact. ▪ Work flexibly across the Grants and Programmes team to support continuous improvement, as well as contributing to the organisation's wider strategic and corporate objectives, specifically our work towards Equity, Diversity and Inclusion and supporting early career researchers.		
Resources and key relationships	The post holder will be responsible for the design, implementation and management of a new grants programme, *Racial Diversity 2048*, with a budget of over c£5m over the next decade. The role will not involve immediate line management responsibility but may in the future. They will provide advice to, and work closely with, a Steering Board made up of Trustees, senior Nuffield Foundation staff, academics and sector experts. You will work as part of the Grants and Programmes team, working closely with the Director of Strategy and Engagement to ensure that the Racial Diversity 2048 programme is fully aligned with the Foundation's Strategic Plan (currently in development). The postholder will contribute to wider efforts to improve Nuffield Foundation's equity, diversity and inclusion strategy and workplan. Administrative support for grant management is provided by the Grants Operations Team. Close working relationships with the communications team will also be key.		
Responsibilities			
1. Development of a new programme			
	▪ Undertake horizon scanning and scoping work to map evidence gaps and opportunities for the programme, with a view to maximise its relevance and impact.		

	▪ Assist with establishing and ongoing management of the expert Steering Board for the programme. ▪ Work with the Head of Communications to launch the programme. ▪ Carry out strategic and targeted outreach and engagement work to generate interest in this programme and the Foundation more broadly, among a diverse range of researchers and relevant stakeholders.
2. Management of grant applications	
	▪ Assess outline and full grant applications for methodological rigour and potential to meet the Foundation's priorities. Assess applications and make recommendations and consider how they should be handled, working with Programme Heads, Directors and Trustees. ▪ Provide guidance, support and challenge to applicants, and potential applicants to develop and improve proposals. ▪ Identify peer reviewers for applications, synthesise their comments. ▪ Prepare summaries of applications for consideration by the grant approval process. This will include making recommendations to the Racial Diversity 2048 Steering Board. ▪ Prepare and communicate constructive feedback to applicants where appropriate. In particular, draw on methodological expertise to identify weaknesses in research proposals, and provide useful ideas/insights to address such issues.
3. Management of live grants and supporting programme development work	
	▪ Maintain an oversight of Racial Diversity 2048 grants and work with Directors and Programme Heads to support other projects that have a focus on racial diversity. Provide regular updates about the programme to the Steering Board and the Foundation's Grants Committee. ▪ Ensure appropriate advisory arrangements are in place for individual grants, and representing the Foundation at individual grant advisory group meetings, as appropriate. ▪ Work with Grants and Operations staff to actively manage designated grants and projects to ensure effective progress, identify and manage risks, provide timely advice to grant-holders where amendments are needed, and escalate issues as appropriate. ▪ Provide additional support to grant holders where required, in line with the Foundation's overall efforts to improve the diversity of the researchers it funds and its network to support early career researchers. ▪ Review each project's theory of change, communication and impact plans, interim reports and other outputs, seeking advice from Foundation colleagues where appropriate. ▪ Review main public outputs and other substantive reports from projects, taking advice from Foundation colleagues where appropriate to provide timely and constructive advice to grant-holders to maximise the impact of funded projects.

	▪ Extract learning and insight from individual grants and connect grant teams to each other and external stakeholders where there are overlapping interests. ▪ Carry out end-of-project assessments to capture learning from grant activity and review and improve grant processes, including contributing to evaluation and continuous improvement of the quality and impact of the grants' portfolio. ▪ Keep electronic records up to date using the Foundation's grant management system (built in Salesforce).
4. Develop opportunities to maximise the impact of our wide portfolio through appropriate connections and synthesis.	
	▪ Monitor policy, practice and research developments in relevant areas to identify opportunities to enhance impact of individual grants. ▪ Identify links to other areas of Foundation activity including the hosted centres (the Ada Lovelace Institute, Nuffield Family Justice Observatory and Nuffield Council on Bioethics), promoting and supporting the building of connections and sharing of knowledge across the organisation. ▪ Work with the Steering Board to explore how learning and connections from across the portfolio of grants can be synthesised and used to amplify the weight of evidence generated by the Racial Diversity 2048 programme. ▪ Work with the Director of Strategy and Engagement and Head of Communications to develop a communications strategy that promotes the programme and the grants it supports.
5. 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.
6. 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 undertaking, funding and/or utilising research on or around racial diversity in the UK and the pathways to a racially just and inclusive society. This could include (but is not limited to) knowledge of research on racial and ethnic inequality, population and demographic dynamics, intersectionality, and / or community cohesion and participation.	E
Experience of critically appraising research reports, and providing insightful and informed feedback.	E
Experience of drawing policy and practice implications from research findings	E
Experience of managing and delivering high quality research projects to time, and within budget	E
Experience of managing and directing a large programme of work.	E
Experience of working with a wide range of stakeholders and networks, and relationship management.	E
Experience of writing or editing research-based outputs	D
Experience of running workshops/setting up events	D
Knowledge and Skills	
Degree ideally gained in a social science subject	E
Knowledge of a range of research methods and methodologies demonstrated through a relevant post-graduate level qualification or equivalent experience (e.g. secured through employment or practice).	HD
Strong analytic skills, including not only understanding research design strengths and weaknesses but also analytic use of evidence in framing a debate and influencing policy.	E
Knowledge of substantive research and policy areas relevant to the Racial Diversity 2048 programme.	E
An understanding of policy and practice development and the role of research and evidence in the policy and practice making process.	E
Familiarity with the community of researchers currently active in delivering research relevant to the Racial Diversity 2048 programme, especially those based in non-academic institutions (such as the not-for-profit sector or community based organisations).	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