JOB DESCRIPTION

Job title	Research Grants and Programmes Manager	**Department**	Grants and Programmes
Job holder	Temporary Cover	**Reports to:**	Director of Education
Job type	Temporary. Part time or flexible working considered	**Date created**	September 2024

Job aim	Key aims are to: ▪ Work flexibly with Programme Heads, Directors and other colleagues to assess grant research proposals and manage research grants in the Foundation's Education Domain, but potentially beyond. ▪ Help design and deliver events, other convening opportunities and activities to enhance the impact of the work we fund ▪ 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 Research Grants and Programmes Manager will work as part of the Grants and Programmes team supporting Programme Heads and Directors. 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

	▪ Assess outline and full grant applications for quantitative and qualitative rigour and potential to meet the Foundation's priorities. Assess applications and recommend how they should be handled, working with Programme Heads, Directors and Trustees. ▪ Identify peer reviewers for applications, synthesise comments. ▪ Prepare summaries of applications for use in the grants approval process. ▪ Prepare and communicate constructive feedback to applicants where appropriate.

2. Management of live grants and supporting programme development work

	▪ Lead on oversight of certain grants and projects and work with Directors and Programme Heads on others. ▪ Ensure appropriate advisory arrangements are in place for grants and strategic projects, representing the Foundation at advisory groups, 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.
	▪ 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.
	▪ 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)

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

	▪ Develop, plan and project manage identified strategic workstreams, working alongside Programme Heads or Domain Directors as required.
	▪ 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.
	▪ Work with Comms colleagues in planning, organisation and delivery of events to disseminate and build learning from grant funded projects and other related work

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.
	▪ Liaising with stakeholders to encourage potential applications from new research teams as required

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 good understanding of research design and methods.	E
Experience of critically appraising research reports, including formal methods of research synthesis, with basic understanding of range of broader quantitative and qualitative research methods.	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 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, policy and practice areas in education and their connection to educational and other outcomes, coupled ideally with a breadth of interest across the programme areas of Education, Welfare and Justice.	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