

## JOB DESCRIPTION

Job title	Research Grants and Programmes Manager (Welfare)	Department	Grants and Programmes
Job holder		Reports to:	Director of Welfare
Job type	Fixed term. Part time or flexible working considered	Date created	May 2025
Job aim	Key aims are to:  1. Apply research skills to support work and analysis focused on contributing to a prosperous, fair and inclusive society.  2. Lead on assessing research grant proposals and working collaboratively with colleagues to determine which applications are taken forward.  3. Monitor and manage ongoing research grants, working collaboratively to overcome barriers and maximise the quality and impact of the work.  4. Contribute to or lead cross-cutting workstreams including helping to design and deliver events and leading workstreams to mainstream Equity, Diversity and Inclusion (EDI) considerations into our grants work.		
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 <i>including but not limited to:</i>			
1. Management of grant applications			
	<ul style="list-style-type: none"><li>▪ Liaising with potential applicants and stakeholders to encourage potential applications from new research teams as required.</li><li>▪ Assess outline and full grant applications relevant to Nuffield Foundation’s Welfare interests for quantitative and qualitative rigour and overall quality.</li><li>▪ Input into assessment of applications to our Education and Justice domains, in particular where there is some overlap with our Welfare interests.</li><li>▪ Identify peer reviewers for applications and consider and synthesise comments for response by applicants.</li><li>▪ Prepare summaries of applications for use in the grants approval process.</li><li>▪ Work with Programme Heads, Directors and Trustees to collectively identify which applications from across the Foundation’s interests to be approved for funding.</li><li>▪ Prepare and communicate constructive feedback to applicants where appropriate.</li></ul>		
2. Management of live grants			
	<ul style="list-style-type: none"><li>▪ Lead on oversight of certain grants and projects and work with Directors and Programme Heads on others.</li></ul>		

	<ul style="list-style-type: none"> <li>▪ Ensure appropriate advisory arrangements are in place for grants, representing the Foundation at advisory groups as appropriate.</li> <li>▪ 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, and escalate issues as appropriate.</li> <li>▪ Review the communication plans, interim reports and other outputs from funded projects.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Keep electronic records up to date using the Foundation's grant management system (Salesforce).</li> </ul>
<b>3. Activities to maximise the Nuffield Foundation's impact on policy and practice.</b>	
	<ul style="list-style-type: none"> <li>▪ Research and scope new initiatives and formative projects emerging from the Nuffield Foundation's Strategic Review relating in particular to our Welfare domain interests.</li> <li>▪ Synthesise research across the grant portfolio in response to opportunities to maximise policy or other impacts.</li> <li>▪ Work with Comms colleagues in planning, organisation and delivery of events to disseminate and build learning from grant funded projects and other related work.</li> </ul>
<b>4. EDI and wider contribution to our grants and organisation-wide activities</b>	
	<ul style="list-style-type: none"> <li>▪ Potentially lead on identified grants-related EDI workstreams, such as reviewing the fairness of our grants processes, reaching out to under-represented groups and building improved external networks to improve inclusivity in the research sector.</li> <li>▪ Contribute across domains and the organisation on initiatives, policies and change programmes as required, including delivery of our EDI Action Plan.</li> <li>▪ Support revision of grants related processes and guidance as and when required, for example updates of the guide for grant holders.</li> </ul>
<b>5. 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>

Person specification	Essential, Desirable, or Highly Desirable
<b>Experience</b>	
Experience of working in some areas relevant to our Welfare domain interests. This may in particular relate to the societal implications of net zero or the UK's changing demographic structure, or to the socioeconomic determinants and consequences of health outcomes. Alternatively, expertise in housing, family, communities and the economy would also be beneficial.	E
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 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
<b>Knowledge and Skills</b>	
A breadth of interest across our Welfare, Education and Justice areas including the ability to intelligently scrutinise research beyond your primary research and topic expertise.	E
Degree ideally gained in a subject with a strong research methods component which could include subjects such as economics, sociology, applied statistics, social psychology, social geography or epidemiology; covering some methods such as econometrics, survey design, modelling or qualitative research techniques.	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
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
Experience of leading or contributing to change programmes aimed at embedding Equity, Diversity and Inclusion (EDI) principles into the work of an organisation	D
<b>Personal Qualities</b>	
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
Enthusiasm for embedding EDI principles into your work	E