

JOB DESCRIPTION			
Job title	Grants Coordinator (Applications)	Department:	Grants and Programmes
Job holder		Reports to:	Grants Operations Manager
Job type	Permanent, Full-Time	Date amended:	June 2025
Job aim	To lead on the development and implementation of the Nuffield Foundation's processes for encouraging and receiving grant applications, managing the review process, and processing grant awards. Lead on the timetabling of all Nuffield grant rounds to ensure the smooth running of concurrent workflows. To provide wider operational support and business analysis to Grants and Programmes team.		
Responsibilities (including but not limited to):			
1. Grants Administration			
	<p>Working as part of a cohesive Grants and Programmes team:</p> <ul style="list-style-type: none">• Providing operational support to the group and acting as first port of call for all general and initial grant application queries.• Planning the timetable for grant rounds and monitoring progress.• Managing the application process for Research, Development and Analysis Fund, Oliver Bird Fund, Racial Diversity UK, Strategic Fund and any additional initiatives. Lead on the communications with Grant Leads regarding upcoming application tasks and deadlines to ensure smooth running of the application process.• Leading on checking outline applications/full applications and responding to applicants, drawing on wider resource of Grants Operations team as required.• Organising and administering the peer review process and associated correspondence, including conflict checking and tracking responses on Salesforce.• Setting up awards for approved grants and projects, including managing conditional awards, and ensuring clear communication and handover to the relevant Grant Lead and Grants Coordinator (Live Grants).• Scheduling and administration of the Grants Committee, and other decision making meetings where required.• Quality assuring and preparation of grants papers for decision meetings including uploading of relevant documents to Board Intelligence and SharePoint.• Liaising with the Finance Department regarding final decisions made at decision meetings and confirmation of awarded grants.		
2. Information Systems			
	<ul style="list-style-type: none">• To be a grants and applications Salesforce expert user. Where necessary housekeeping contacts and organisations within the system.• Managing application documentation across various systems, including Salesforce, Board Intelligence, and SharePoint.• Working with the Grants Operations Manager, to support the ongoing development of the Salesforce platform pertaining to applications. Liaising directly with the Salesforce Manager and System Administrator on any relevant system issues or improvements ('cases') relating to applications.		

	<ul style="list-style-type: none"> Producing and circulating management information, dashboard and analysis or ad hoc reports as required.
3. Communications and Website	
	<ul style="list-style-type: none"> Triaging all enquiries from potential applicants, via telephone or inbox and ensure all are dealt with in line with agreed service standard. Working with the Grants Operations Manager, ensuring all application guidance on the website is reviewed and updated regularly.
4. Organisational	
	<ul style="list-style-type: none"> Assisting with arranging and coordinating Grant Management meetings and any other grants group meetings as required. Providing operational support on new programmes and initiatives, as required. Contributing to grants or organisation-wide projects relating to strategy implementation, where it pertains to grant applications. Working closely with the Grants Coordinators (Live Grants) in order to deputise for that role supporting grants and grant holders following awards, in addition to general operational activities across the Grants and Programmes team.
5. Budgets	
	<ul style="list-style-type: none"> Leading on checking application budgets against the Foundation's eligibility criteria and flagging any potential ineligible costs to Grant Leads. Editing and uploading budgets for awarded grants to the Salesforce system following decision meetings. Representing Grants Operations in financial matters, identifying opportunities for streamlining activities and leading on the development of related processes.
6. Equity, Diversity and Inclusion	
	<ul style="list-style-type: none"> Support grants-related EDI workstreams, such as the work reviewing the fairness of our grants processes, engagement with under-represented groups and building external networks to improve inclusivity in the research sector. Contribute across domains and the organisation on initiatives that contribute to the delivery of our EDI Action Plan.
9. Other	
	<ul style="list-style-type: none"> 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: Grants Coordinator (Applications)		Essential (E), Highly Desirable (HD) Desirable(D)
Experience		
▪ Experience of administrative roles, planning and organising		E
▪ Experience of managing competing priorities		E
▪ Database administration		E
▪ Working in a team supporting multiple people		E
▪ Using Salesforce CRM system		HD
▪ Understanding of grant making or commissioning work		HD
▪ Working in a grant giving organisation/understanding of grant making or commissioning work		HD
▪ Experience in reviewing eligibility of grant application costs and/or accurately monitoring invoiced expenditure against budgets		HD
▪ Experience of oversight and manipulation of Salesforce CRM system to meet organisation's needs		HD
▪ Some experience of synthesising and analysing information and data		HD
Knowledge and Skills		
▪ Educated to degree level or equivalent		E
▪ Excellent organisational skills and ability to work to deadlines and manage peaks and troughs of different aspects of the role		E
▪ Strong written and verbal communication skills, able to draft (at times sensitive) correspondence with attention to grammar, spelling, and clarity of message		E
▪ Strong stakeholder management skills and ability to manage and prioritise requests from stakeholders with different levels of seniority		E
▪ High-level IT skills (including Word, Excel, PowerPoint, Outlook, and databases) as well as strong data handling skills		E
▪ Highly numerate, ideally with some budget management/monitoring experience.		E
▪ Excellent organisational skills, in particular co-ordination and planning		E
▪ Strong on attention to detail, and accuracy. Familiarity with proof-reading information ensuring that and figures and text are accurate and appropriate		E
▪ Experience using Salesforce or similar CRM system		HD
▪ Experience, qualification or strong interest in social science		D

Personal Qualities	
▪ Willing to work flexibly to help out colleagues as needed	E
▪ Proactive ability to use initiative and work independently	E
▪ Enthusiasm for embedding EDI principles into your work	E
▪ Demonstrates a commitment to the Foundation's values (independent, rigorous, inclusive, collaborative, and curious).	E