

Job title	Project Manager - Inclusive Grant Making	Department	Grant Operations team			
Job holder	Vacant	Reports to	Assistant Director, Strategy			
Job type	1-year fixed term contract, full time but open to requests to part-time working.	Date created:	January 2026			
Job aim	<p>The primary focus of this role is to:</p> <ul style="list-style-type: none"> Review the Foundation's grants making process to identify actual, potential, and perceived bias, and recommend and begin to implement actions. <p>In addition to this, there are other projects and initiatives the post-holder may have a role in leading or supporting, depending on the post-holder's skills and interests. This includes:</p> <ul style="list-style-type: none"> Develop and manage the Foundation's outreach plan. Develop and implement our approach to supporting Early Career Researchers from backgrounds under-represented in research careers. Take forward actions to develop and sustain our relationships with the Black researcher community. 					
Resources	<p>Staff reporting to this post: None</p> <p>Responsibility for budget: Support for project budget.</p>					
<p>Responsibilities (including but not limited to):</p>						
<p>Review of grants making process</p>						
	<ul style="list-style-type: none"> Lead a review of the Foundation's grants making process to identify actual, potential, and perceived bias, and recommend and implement actions. Define and manage the scope of the review. This will likely include assessment criteria, application guidance, decision-making structures, peer review processes, and applicant communications. Develop an understanding of wider organisational processes and priorities, and work with colleagues to achieve alignment across workstreams. Analyse current processes and identify areas for improvement, ensuring recommendations are evidence-based and actionable, and drawing on best practice from elsewhere. Prepare proposals for agreement by Grants Committee and/or the Nuffield Leadership Team. Commission, manage and engage external stakeholders in the review process as appropriate. Seek and co-ordinate input from Foundation grants team and with external stakeholders/contacts. Build relationships with other funders to share learnings. Project manage the review, managing timelines, budget, and dependencies with other projects and workstreams and reporting progress. Develop and implement a communication plan to share the review's objectives, findings, and resulting changes with stakeholders. 					
<p>Outreach</p>						

	<ul style="list-style-type: none"> • Develop an outreach plan for the Foundation, identifying institutions and individuals whose work aligns with our strategic priorities, with a particular focus on those who are currently under-represented in our grant-holder base. • Project manage outreach and engagement work (note: the post-holder will not be delivering the outreach and engagement work). • Work with the Grants team and Communications team to develop communication materials.
Support for early career researchers and building relationships with Black researchers	
	<ul style="list-style-type: none"> • Work with colleagues supporting the Nuffield Foundation Emerging Researcher Network to design and implement support for early career researchers from minoritised backgrounds. • Following our review of our work with the Black researcher community, coordinate actions to build and sustain those relationships, likely involving continued working with a group of Black researchers to input into our decision-making processes.
Other	
	<ul style="list-style-type: none"> • Contribute to the delivery of our EDI Action Plan. • 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: Project Manager - Inclusive Grant Making	Essential (E), Highly Desirable (HD) or Desirable (D)
Knowledge, skills and experience	
Experience working in a grant giving organisation/understanding of grant making processes.	E
Experience in reviewing bias or knowledge of best-practice in regard to reducing bias in grant-making, such as the use of equality impact assessments.	E
Project management experience, including scoping, planning, managing dependencies, risk assessment, budgeting, and stakeholder engagement.	E
Strong stakeholder management skills and ability to manage and prioritise requests from stakeholders with different levels of seniority.	E
Excellent organisational skills with the ability to manage competing priorities, deliver to deadlines, and adapt to changing workloads.	E
Ability to analyse qualitative and quantitative data to inform recommendations.	E
Excellent verbal and written communication skills.	E
Experience using Salesforce or similar CRM system.	HD
Familiarity with other research funders or networks.	D
Personal Qualities	
Ability to work across multiple projects and manage a varied workload, to prioritise and work to deadlines.	E
Ability to situate your work within a wider organisational context, identifying connections and working constructively to achieve alignment across processes and priorities.	E
A delivery-focused mindset, with the ability to overcome obstacles and keep projects on track.	E
Proactive ability to use initiative and work independently.	E
Proactive at communicating questions, ideas and concerns.	E
Ability to work with a range of stakeholders in a collaborative way, making sure to treat internal and external partners with respect and being highly communicative and responsive to different needs and perspectives.	E
Ability to negotiate and influence effectively, presenting persuasive recommendations and securing stakeholder agreement.	E
A commitment to equality, diversity and inclusion and enthusiasm for embedding EDI principles into your work.	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E