Nuffield Foundation

JOB DESCRIPTION – Programme Head, Welfare

Job title	**Programme Head, Welfare**	Department	**Grants and Programmes, Welfare**
Job holder		Reports to	**Director of Welfare**
Job type	Permanent, but secondments considered	Date created/amended	October 2018
Job aim	To develop and manage a portfolio of research grants and other initiatives that will lead to high-quality research findings in identified priority areas that align with the priorities identified in the Nuffield Foundation's Strategy for 2017-22. Key aims are to: ▪ work with the Director, Welfare and other team members to develop a more ambitious and strategic programme of grants in support of the Foundation's wider Welfare agenda; ▪ take lead responsibility for building identified areas of the Nuffield Foundation Welfare grant portfolio, potentially including themes relating to the labour market, inequality, social inclusion, intergenerational issues, the ageing population and the economic and social implications of disability and chronic illness; ▪ manage the current and future portfolio of grants to ensure the production of relevant and robust research outputs; ▪ work with Nuffield Foundation staff, trustees and stakeholders to maximise the value of the grant portfolio, including through effective synthesis and building connections across grants and into the wider research landscape; and ▪ in the short-term, leading on developing the Digital Society grant portfolio, covering trust in evidence and institutions and the social and economic impacts of technological innovation (this part of the role will be temporarily covering a maternity leave and is expected to be replaced in the longer-term by other Welfare responsibilities).
Resources	The Programme Head will be responsible for advising Trustees on the award of new grants of an annual value of c£3m and for managing a portfolio of live grants of a value of c£9m. The role will not involve immediate line management responsibility but may in the future. The post-holder will have access to staff support (for example, in relation to grant management) and budgets as necessary.

Responsibilities
Including but not limited to:

1. Shape the development of the Welfare grant portfolio

	▪ Provide intellectual and practical input into the development of the priorities for the Welfare agenda, including undertaking research reviews of priority areas and taking on lead responsibility for certain themes.

	- Develop a strong understanding of lead areas and build a network of stakeholder relationships to maximise the potential for high-quality grant applications. - Temporarily lead the Foundation on the area of Digital Society, agreeing a clear set of strategic research priorities and working in partnership to generate high-quality grant applications in support of the Foundation's 2017-22 Strategy.

2. Manage agreed applications and live grants in agreed lead areas

	- Lead grant making processes for each round, ensuring clear timetable, and working with Grants Operations Team colleagues to progress tracking of live applications in the system. - Assess, and provide formative comments on outline and full applications, working with colleagues and trustees, and decide how they should be handled. Ensure clear and timely outcomes are communicated to applicants, with constructive feedback where appropriate. - Arrange for peer reviews of applications, synthesise comments and prepare feedback for applicants. - Lead management of key grants and strategic projects to ensure appropriate advisory arrangements, including participation in advisory groups for high priority projects. - Work with Foundation staff to actively manage grants and projects and ensure effective progress, providing timely advice to grant-holders where amendments are needed. - Review the communication plans, substantive reports and other outputs from funded projects, taking advice from Foundation colleagues where appropriate. - Plan and curate seminars and other events to disseminate and build on learning from past and current grant-funded projects and related work. - Carry out end-of-project assessments and ensure processes are in place to provide corporate memory of grants and grant-holding individuals and organisations. - Identify, monitor and manage portfolio risks, and adjust delivery where required.

3. Identify and exploit opportunities to maximise the impact of the Welfare portfolio through appropriate connections and synthesis.

	- Identify linkages within lead areas 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 and trustees to develop plans for synthesis of work in identified topic areas, producing synthesis outputs as necessary and taking measures to ensure the work has impact. - Take the lead for, or represent Nuffield in, policy development or consultation activity and events in our priority areas of interest.

4. Other	
	- Work collaboratively to build the expanded and re-focused Welfare team and work with colleagues across the organisation on cross-cutting initiatives as required. - Provide leadership and direction to colleagues within the Foundation supporting the development and delivery of the Welfare portfolio, particularly colleagues in the Grants Operations team. - Work across the Foundation with trustees and executives to take a lead in realising our strategic objectives and communicating to wider audiences Nuffield's priorities and social purpose. 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 (E) or Desirable (D)
Experience	
Experience of using a range of research methods in the design and development of research projects, with strong understanding of research design	E
Experience of managing research or analysis projects	E
Experience of critically appraising research reports, including formal methods of research synthesis	E
Experience of drawing policy and practice implications from research findings	E
Experience of managing a budget	D
Experience of writing or editing and publishing research-based outputs	E
Experience of managing people	D
Knowledge and Skills	
A good degree (2i or higher) in a subject relevant to the Welfare domain with a strong research methods component, including formal quantitative training	E
Post-graduate qualification in a subject with strong research methods component	D
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 one or more of the following substantive research and policy areas and their connection to economic and social outcomes, coupled with a breadth of interest across the programme area: • Labour markets • Inequality and deprivation • Families • Place • Personal characteristics such as race, gender and social background • Poor health or disability • Advances in use of data, Artificial Intelligence and technological innovation	E
Excellent oral and writing skills, and the ability to write clearly and accurately for different audiences	E

Personal Qualities	
Ability to forge partnerships and 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
Imagination and creativity	E
The confidence to innovate	E