

## **PROGRAMME MANAGER (SCIENCE & MEDICINE)**

### **Job advert**

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The Wolfson Foundation is one of the UK's largest funding charities, awarding grants to support excellence in the fields of science and medicine, health & disability, education and the arts & humanities (see [www.wolfson.org.uk](http://www.wolfson.org.uk)). The Foundation manages an endowment of some £850 million and allocates over £30 million each year in grants across a range of funding themes.

An exciting opportunity exists to join the staff of the Wolfson Foundation as the Programme Manager (Science & Medicine). This role will take responsibility for the Foundation's wide-ranging funding programmes across science and medicine, including the health and disability funding programme. This role will also have responsibility for grants made by the Wolfson Family Charitable Trust (an endowment of some £40 million, with grant spend of £1.5 million pa).

The Programme Manager works closely alongside the Chief Executive and Head of Grants & Policy as part of a small grants team. The successful individual will take responsibility for managing applications and monitoring grants, working alongside - and preparing papers for - our expert Science & Medicine Panel and our Health & Disability Advisory Group. An important element of the role is maintaining an interest in policy developments across the broad areas covered by the Foundation's science and medicine funding programmes and using those to advise on future funding strategy. The successful individual will be expected to represent the Foundation at meetings and events, including some outside of standard office hours. Helping to maintain the Foundation's strong external relationships, particularly with major grant holders and ongoing funding partners, is a critical part of making this job a success.

The successful applicant will have a high level of spoken and written English, excellent communication skills, exceptional organisational and administrative skills, a high level of attention to detail and the ability to work flexibly, managing a varied workload under pressure. The successful candidate must be able to use IT effectively (including a specialist grants management system). The individual needs to be personable, well presented and able to work efficiently as part of a small team (including managing a Grants Assistant) and be capable of undertaking independent work.

An enthusiasm for the work of the Foundation and Family Charitable Trust - and the sectors they support - is essential, and it is likely that the successful candidate will have experience working in at least one of the programme areas. Some expertise in grant-making would be ideal, although we recognise that the role is also likely to

appeal to individuals looking to build on their scientific or health-related experience and take the first step into a philanthropic organisation.

The appointment will commence from the end of August (or as soon as possible thereafter), and the hours will be Monday-Friday 9.30am-5.30pm or equivalent. The position is based at the Foundation's office in London but will entail some meetings and visits around the UK. Further details, including remuneration, will be discussed at interview. The Foundation is able to offer a competitive remuneration package, including private health insurance and pension contribution.

Applications should be made by email, attaching a cover letter outlining why you are interested in and suitable for the role, and a CV, to: [jobs@wolfson.org.uk](mailto:jobs@wolfson.org.uk) by **2pm** on **Thursday 2 August 2018**. Interviews will take place during w/c 13 August 2018.