

PROGRAMME MANAGER (SCIENCE & MEDICINE) Job description

Hours: 9:30am-5:30pm (or equivalent), Monday-Friday

Reports to: Head of Grants & Policy

Location: 8 Queen Anne Street, London W1G 9LD

Purpose and scope:

The Programme Manager (Science & Medicine) is a key member of the Grants Team, with responsibility for running the Foundation's Science & Medicine and Health & Disability funding streams (some £20 million pa), and all programmes under the Wolfson Family Charitable Trust (some £1.5 million pa). This includes leading on all grants falling within these areas, in consultation with the Head of Grants & Policy and with the support of the Grants Assistant. Responsibility encompasses projects submitted under the main (open) programme, via the Wolfson Israel Advisory Committee, any joint awards made with other Wolfson charities and partnership programmes.

Responsibilities/duties:

Grant programme management

Unless otherwise stated, it is expected that these responsibilities relate to all programmes and charities identified above.

- responsibility for leading on the Foundation's Science & Medicine and Health & Disability funding streams, in consultation with the Head of Grants & Policy and supported by the Grants Assistant
- responsibility for leading on all programmes under the Wolfson Family Charitable Trust, in consultation with the Head of Grants & Policy and supported by the Grants Assistant
- providing advice to applicants at Stage 1 and Stage 2 of the funding process
- assessing stage 1 grant applications and making recommendations to the Head of Grants & Policy and Chief Executive
- co-ordinating with the Head of Finance on assessment of applicants' accounts
- managing all matters relating to the preparation of grant applications for assessment, including responding to queries from grant applicants, ensuring all necessary information has been received and managing the peer review process
- providing recommendations on choices for expert reviewers and managing communications with reviewers, including chasing and thanking
- managing feedback to applicants from expert reviewers

- processing grant applications received via the Wolfson Israel Advisory Committee
- managing Wolfson's side of partnership programmes (where awards are made in conjunction with an external partner, eg. Royal Society), including responding to queries, record-keeping and monitoring progress
- drafting papers for Panel and Trustee meetings and supporting the Head of Grants & Policy in preparing paperwork for the meetings
- attendance and minute-taking at relevant Panel meetings
- responsibility for follow up work after Panel and Trustee meetings, including the process of notifying applicants, ensuring grant acceptance information is received and filed, the database is updated, and partnership programmes awards are recorded on the database in a reasonable time frame
- supporting the management of ongoing grants, including ensuring that progress and final reports are received in line with agreed timetables and that grant claim dates are kept up to date on the database
- ensuring that the grants database and paper files are kept accurate and up-to-date and that all filing and data entry is completed in a timely manner
- general administrative assistance on all matters relating to these programmes, including drafting correspondence and dealing with enquiries
- responsibility for managing joint awards made with other Wolfson charities, including record-keeping for awards made by the Wolfson Charitable Fund

Policy work

- keeping updated on issues within the relevant programme areas and providing updates/advice to the office
- participating in internal policy and strategy meetings within the relevant areas
- assisting in drafting relevant policy papers for Panel and Trustee meetings

External-facing work

- responsibility for supporting the Head of Grants & Policy in maintaining relationships with partner organisations, with whom we have joint funding programmes (e.g. Royal Society, Hospice UK)
- undertaking meetings and project visits, as directed and agreed by the Head of Grants & Policy
- representing Wolfson at events, as directed and agreed by the Head of Grants & Policy
- liaising with the Communications & Events Manager to highlight appropriate projects (e.g. case studies on our website or via social media)

General

- overseeing the work of the Grants Assistant
- general office management duties (e.g. answering the telephone or the door) when other members of staff are unavailable
- other tasks, commensurate with the post, that the Chief Executive, Head of Grants & Policy or Head of Finance may deem appropriate. This may on occasion include attendance at events outside the usual hours of employment. This may exceptionally also involve international travel.

Skills and experience:

Essential

- at least two years' office experience
- exceptional organisational and administrative skills, including a high level of attention to detail
- high level of spoken and written English
- excellent written and oral communication skills
- excellent relationship management skills
- the ability to work flexibly and prioritise tasks in a busy office
- the ability to work independently
- the ability to work efficiently as part of a team and within a small office
- a personable and friendly manner
- professional personal presentation, particularly in external-facing situations
- a high level of discretion in handling sensitive information
- excellent IT skills
- enthusiasm for the activities undertaken by the Foundation and Family Charitable Trust, and ability to work across a wide-range of complex programme areas

Preferred

- degree-level education
- experience working with at least one of the relevant programme areas
- knowledge and understanding of the system of peer review
- experience line managing junior staff
- experience using databases (particularly Blackbaud Grantmaking/ Gifts Online)
- experience using electronic meeting papers (particularly BoardPacks)
- knowledge and understanding of the sectors funded by the Wolfson Foundation and Wolfson Family Charitable Trust