



BRITISH
SCIENCE
ASSOCIATION

Candidate pack May 2024

Grants & Learning Manager (maternity cover)



A welcome from our CEO

Thank you for your interest in the British Science Association (BSA).

Never before has there been a greater need for science to be accessible to all. We therefore aim to transform people's relationship with science and improve the diversity of science, to ensure that it represents – and can benefit – all of society.

We are a national charity, with 35 staff based mostly in London. We are a thriving organisation and in good financial health. Our rich heritage, combined with our modern, ambitious approach, enables us to have extensive reach and influence amongst a range of audiences.

We are also ambitious about creating a diverse workforce and building an inclusive workplace that values all people.

You will be joining us at an exciting time for the organisation, as we work to deliver our new strategy, and seek to further sharpen the way we measure and demonstrate our impact.

We hope to hear from you soon.

Best wishes,

Hannah

Hannah Russell

CEO, British Science Association



Our purpose

Science is more than a body of research, people working in a lab or even the wider industry that surrounds that.

It's also a way of asking questions, making decisions, and understanding the world. Science is a tool that everyone in the UK can, and should be able to, use. In fact, for us to grow as a society, it's essential that they do.

Our vision is to create a future where science is more relevant, more representative, and more connected to society.

In that future, everyone has the potential to contribute, whether it's through the ideas they engage with, the jobs they do or the lifestyles they lead.

In that future, scientists understand and include different perspectives, help more communities, and make even more breakthroughs.

In that future, society shapes science. And society is all the stronger for it.





Our mission

The BSA believes that all of society should be included in science.

We bring people and science together in ways that will have a lasting, positive impact on communities, research, and society.

We improve young peoples' experiences of science in their education.

We work with community groups and grassroots organisations to give them opportunities to be involved in science.

We showcase the amazing work of researchers and academics through our events and activities.

We advocate for a more inclusive science community.

Our commitment to Equality, Diversity and Inclusion (EDI)

For the BSA's vision to come to fruition, we need to make science relevant and welcoming for everyone. That's why equality, diversity & inclusion (EDI) is central to our strategy and activities.

Our target audiences are people who say they don't have an active relationship with science or say "science is not for me" - and who are underrepresented in science. This includes people from minoritised ethnic backgrounds, people in faith/religious communities, disabled people, women and non-binary people, and many others.

We work directly with our target audiences and with a wide range of partners, networks and influencers to improve the diversity and inclusion of the BSA and the wider UK science/research sector.



Our work

The BSA has three core pillars of work:

- 1) Engagement – engaging public audiences, through programmes including [British Science Festival](#), [Community Leaders](#), [Community Buddies](#), the [Highlands and Islands Climate Change Community Grant](#) and [The Ideas Fund](#);
- 2) Education – engaging students and educators, through programmes including [British Science Week & CREST Awards](#);
- 3) Thought leadership – we seek to influence and collaborate with stakeholders from across science, business and policy through events including [For Thought](#) and bespoke activities for policy makers, business leaders and the [science engagement sector](#).



Join our team

The BSA is an equal opportunities employer and a champion of equality, diversity and inclusion.

We are committed to the fair and equal treatment of potential and existing employees in line with legislation including the Equality Act (2010) and the Rehabilitation of Offenders Act (1974).

We recognise the importance of diversity of thought within our teams and are fully committed to embracing the talents of people with autism, dyslexia, ADHD and other forms of neurocognitive variation. We also seek to actively support employees' wellbeing and mental health. We have colleagues trained as mental health first aiders. We also offer a reasonable adjustments passport.

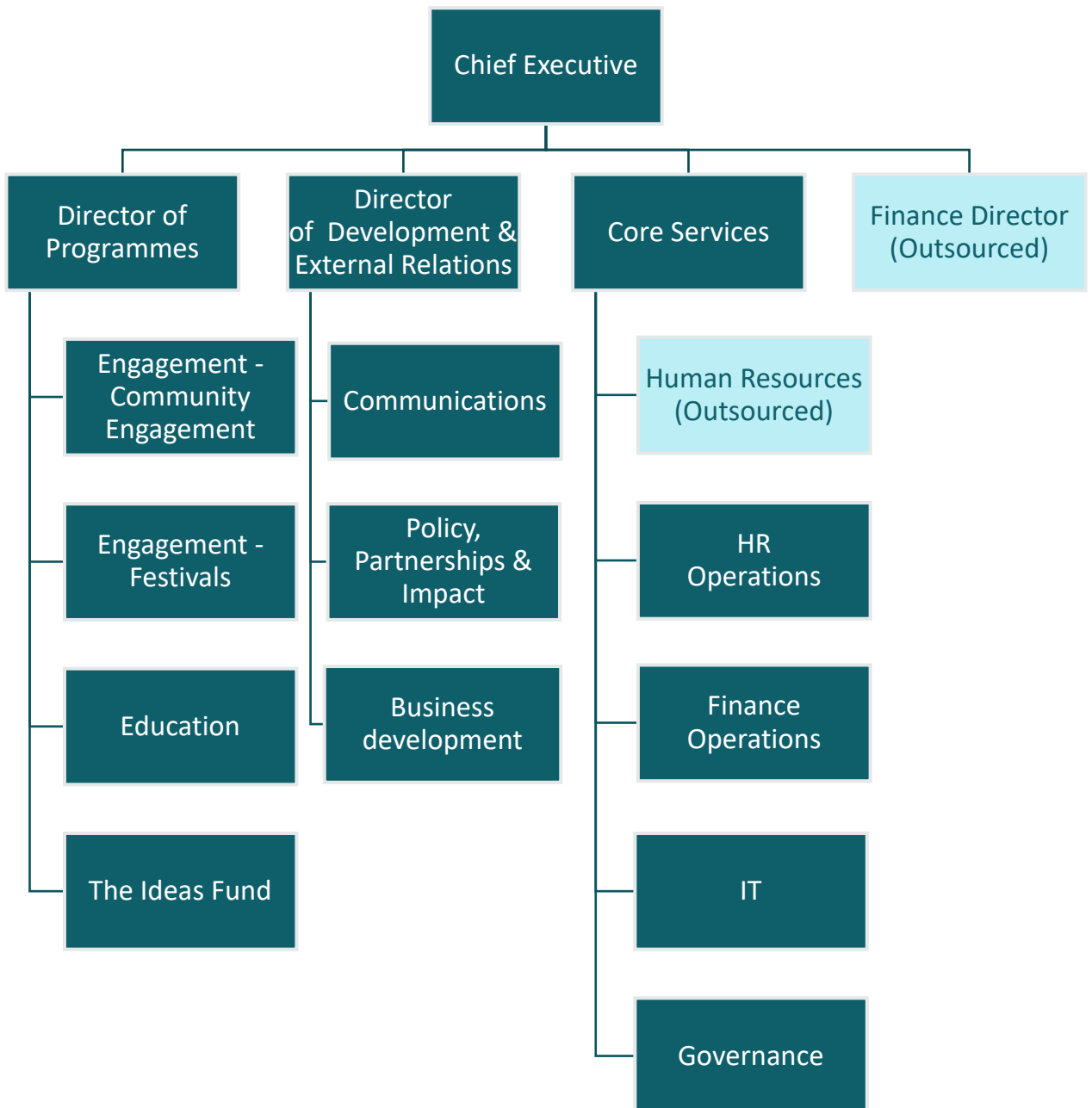
We aim to recruit the person most suited to the job and welcome applications from candidates in different sectors, and from people who've gained their skills outside formal employment.

We would particularly welcome applications from people and communities who are currently underrepresented in our staff team, which includes people from minority ethnic groups, disabled people and men.

You do not need to be a scientist to work for the BSA!



BSA organogram



About the role

Job title	Grants & Learning Manager (maternity cover)
Reporting to	Head of Grants
Responsible for	N/A
Based	<p>Our Head Office is based in London, but we have an agile working policy enabling people to work at another UK location up to 4 days/week</p> <p>Permanent remote working in the UK is possible and we welcome applications from people based in other parts of the UK. We are happy to consider secondments – please contact us to discuss this if of interest.</p>
Terms	Full time (35 hours/week), 12-month fixed term maternity cover.
Salary	£33,100 - £43,700

Role overview

We are seeking to appoint someone on a 12-month fixed term contract as maternity cover, to join our Grants Team in delivering The Ideas Fund, an exciting programme which looks to connect communities with researchers in order to develop and try out ideas related to mental wellbeing. The Fund is delivered in four areas of the UK – Oldham, Hull, the Highlands and Islands of Scotland, and North-West Northern Ireland, although this role can be remote, based anywhere in the UK.

With support from the Head of Grants, we expect that you will have lead responsibility for our work in two of these areas, building strong relationships with our Development Co-ordinators and contributing to the successful delivery of the overall programme. You will oversee the support for grant holders to learn from what is working and feed this learning into our overall approach with the Fund, as well as sharing insights externally. It's an exciting time for the Fund; you can find more details about our plans [here](#).

You will work with our existing Grants & Learning Manager to ensure that our due diligence and grant reporting requirements are met, responding flexibly and creatively to issues that arise. Importantly, you will consistently focus on how we can continue to be innovative with our grant making, and how our learning can influence long term change in funding and public engagement practice.

About the role (cont.)

Key responsibilities

The main responsibilities of this role are to:

- Work with the Head of Grants to deliver an innovative programme that constantly evolves based on what we learn.
- Deliver excellent grant-making using relational, flexible and participatory approaches.
- Design and implement high-quality assessment, due diligence and grant management processes, continually reviewing and refining the approach.
- Support the assessment and delivery of a portfolio of 'evidence building' grants, with projects due to begin in January 2025.
- Design and implement learning and evaluation strategies and processes, reviewing and refining as needed. Manage relationships and/or contracts with learning partners where appropriate.
- Support local Development Coordinators to:
 - Ensure the programme's aim of supporting underserved communities is fulfilled and the grants budget is committed.
 - Work with applicants and collaborators to develop high quality innovative proposals.
 - Work with grant holders, collaborating researchers and project partners to overcome challenges they might face in delivering their projects.
 - Collate and share local learning as part of an evidence building and practice sharing strategy, which is currently in development.
- Develop and manage a small pipeline of discretionary 'infrastructure' grants to add value to the portfolio and/or make systemic impact at local or national level, if necessary.
- Develop bespoke application and grant management and learning processes as appropriate.
- Work with the Head of Grants to devise a learning and development plan for the Grants Team.
- Build and engage a network of key stakeholders to ensure successful delivery of the programme.

About the role (cont.)

Key responsibilities (cont.)

- Champion innovation in supporting community/researcher collaboration, community-led research, systems change and grant-making across relevant sectors including:
 - Sharing learning, practice and ideas with a broad range of stakeholders through a range of approaches.
 - Representing the British Science Association at external events to share innovation and learning.
 - Develop and deliver events and/or content to showcase practice.
- Support the Head of Grants with developing the BSA's strategy around future grants programmes.

In addition, the post-holder will be expected to:

- Support colleagues across the organisation, especially at busy times or on specific areas of expertise.
- Undertake assessment or grant management work on other programmes as required.
- Other duties as reasonably required by the line manager.

About you

The Grants & Learning Manager role would suit someone who has strong stakeholder management skills and good attention to detail, experience of grant-making, and an understanding of the benefits and risks involved in delivering innovative grant-making approaches.

The role would suit someone who is comfortable using their judgement and working with an evolving programme, and who can confidently communicate with a variety of stakeholders.

Your experience in terms of the person specification could come from either a personal or professional background. You may not have experience of everything listed in the person specification, but will be open to challenging yourself and developing in the role.



Person Specification

Below is a summary of essential and desirable criteria needed for this role, as well as how we will assess a candidate's suitability.

Essential criteria

Criteria	CV	Cover letter	Interview	Task prior to interview
Experience of grant-making	Y	Y	Y	Y
Experience of formal partnership working with a thorough understanding of the success factors and challenges to collaborative approaches and partnerships		Y	Y	
Strong project management skills with the ability to manage multiple competing deadlines effectively	Y	Y	Y	
Evidence of developed analytical and reasoning skills, with strong judgement and attention to detail		Y	Y	Y
Ability to develop and maintain good working relationships		Y	Y	
Strong communications skills that are matched to audiences		Y	Y	Y
A self-starter, able to work on their own initiative and manage their own time effectively		Y	Y	
Resilient and adaptable, with the ability to remain calm and effective when working on fast-moving, high-pressure projects		Y	Y	
An understanding of the BSA's goals and passion for our vision		Y	Y	

Person Specification (cont.)

Desirable criteria

We don't expect applicants to meet all of the following criteria, but having one or more of the following would be really helpful in the role

Criteria	CV	Cover letter	Interview	Task prior to interview
Experience of grant-making at a management level	Y	Y	Y	
Track record of designing successful programmes or developing organisations that benefit disadvantaged or underrepresented groups or individuals	Y	Y	Y	
Experience of working in the community or voluntary sector	Y	Y	Y	
Experience of working in the science engagement sector, or similar	Y	Y	Y	
Experience of managing and coaching teams of people and implementing team learning and development plans	Y	Y	Y	
Experience of multi-site project management and managing contractors/contractor relationships		Y	Y	

Employee benefits

- Agile Working policy enabling you to work at home or in another UK location up to 4 days per week, if office-based, and to vary your working hours outside our 10am-12pm and 2pm-4pm core hours, subject to the needs of the BSA;
- 27 days holiday per annum plus bank holidays (pro-rata for part-time employees);
- Up to two days paid leave per year for significant voluntary commitments in support of professional and personal development, such as being a trustee of a charity or a school governor;
- Auto-enrolment pension scheme after 3 months (4% paid by employer);
- Up to five days' unpaid leave per year (this is down to the Manager's decision and ensuring it does not affect work);
- Life assurance for death in service benefit from your first day, (subject to scheme rules). Complementary access to 24/7 online GP service;
- Occupational sick pay: up to six weeks' full pay per year (pro-rata for part-time employees);
- Confidential telephone counselling service, offered by our legal insurance;
- Interest-free loan for season ticket, bike to work, and assisted study;
- Discounts may be offered on Science Museum tickets and in the shop.



Our office

We work in a modern office building on the Science Museum site. We are 5-10 minutes walk from Gloucester Road & South Kensington tube stations.

Our office is on the 3rd floor, accessible by stairs or lift. We have floor-to-ceiling windows on two sides of the office, so we have plenty of natural light. On our office floor, we have a kitchen, breakout area and standing desks.

Parking for cycles and motorbikes is available. Parking for cars is limited and prioritised for disabled people.

We have two all-gender toilets, one suitable for wheelchair users. Shower facilities are available on another floor.



How to apply

Please send a CV and covering letter (each of no more than two A4 pages) that summarises your interest in the role and details your ability to match the criteria.

Applications should be made via this link:

<https://recruit.smb.co.uk/vacancy.aspx?id=8Gr5Aqc7tLINDq53>

The closing date for applications is 12 noon on Tuesday 18 June 2024.

Interviews are due to take place on Wednesday 3 and Thursday 4 July 2024.

You will be informed as soon as possible after the application deadline whether you have been selected for interview.

As part of the British Science Association's commitment to being a Disability Confident employer, all disabled* applicants who meet the 'essential criteria' for this vacancy will be offered an interview under our guaranteed interview scheme.

If you wish to apply under the guaranteed interview scheme, you will be asked to indicate this when you submit your application by selecting 'yes' in the relevant box when asked during the application process. Applicants do not need to state any further information or declare their disability at the application stage.

Whether you are applying under the scheme or not, if you are successful in being shortlisted, we will ask candidates with disabilities or long-term health conditions to let us know if they need any adjustments during the recruitment process.

If you have further questions or would like this information in a different format, please contact:

recruitment@britishscienceassociation.org

Terms & conditions

While we try to ensure that everyone finishes work on time, and can vary their working hours in line with our agile working policy, from time to time the job entails working extended hours and occasional weekends, for which no overtime payments are made. The BSA operates a time off in lieu policy for weekend working and some other out-of-hours instances.

Only applicants who have a legal right to work within the UK will be considered. You will be asked to bring along proof of nationality and/or proof of ability to work in the UK.

You will also be asked to declare any previous convictions in line with your rights under the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975.

This is a description of the job as it is presently constituted. It is the practice of the Association to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.

A copy of our Privacy Notice is available on the [vacancies page](#) of our website.

*The Disability Confident scheme's definition of disability is in line with the Equalities Act 2010: "a physical or mental condition which has a long-term and substantial effect on your daily life".

Further information about our Disability Confident commitments can be found on the [Disability Confident](#) page of our website.





BRITISH
SCIENCE
ASSOCIATION

recruitment@britishscienceassociation.org

British Science Association

165 Queen's Gate

London SW7 5HD

www.britishscienceassociation.org