

**Job Description**

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| Job title | **Scientific Project & Grant Manager** | **Location - base** | East Malling |
| **Department** | Growing Kent and Medway (GKM) | **Job group** | Senior Specialist |
| **Post ref.** | SV/A1303-02 |
| **Reports to** | GKM Programme Director | **Line manages** | N/A |

1. **Department overview**

Led by NIAB, Growing Kent & Medway (GKM) is a world-class research, innovation and enterprise cluster supporting growth in technology-driven horticulture, fresh produce packaging, food and drink processing and its supply chains. GKM is a diverse and dynamic collaboration that brings together innovative growers and processors, scientists, technologists, and entrepreneurs to deliver a shared goal of improving productivity and sustainability in the sector.

GKM is funded through the UK Research and Innovation (UKRI) ‘Strength in Places’ fund. This fund helps areas of the UK build on existing strengths in research and innovation to deliver benefits for their local economy.

[Growing Kent & Medway | A world class research, innovation and enterprise cluster (growingkentandmedway.com)](https://www.growingkentandmedway.com/)

1. **Role purpose**

To provide operational and management support to the Growing Kent & Medway (GKM) Programme Director for scientific research, grant submission and administration activities that underpin the GKM Programme. This includes representing GKM internally and externally at project meetings and ensuring programme reporting requirements are met.

1. **Financial authority/responsibility**

Authority to raise Purchase Orders within defined limits. Assist with the financial management of key contracts.

1. **Key relationships**

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| --- | --- |
| **Internal** | GKM project management team.  NIAB Chief Executive Officer, Director of Research, Executive team, research staff, Finance, HR and Communications teams. |
| **External:** | Stakeholders in agricultural/horticultural/food/agri-tech industries, universities, institutes and other stakeholder organisations, nationally and internationally. |

1. **Key tasks/responsibilities**

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| --- | --- |
| **Tasks/responsibilities** | Approx % of time |
| **Management of projects and grant administration**   * Support the management, administration and reporting of projects and grants awarded through the GKM Programme * Monitor and report the progress of projects and grants, working with partners to coordinate reporting requirements and preparation of board papers. * Support the technical development of new grant opportunities for the GKM programme e.g. work with the GKM team to set up new funding calls for GKM grants including developing the grant funding processes and coordinating grant assessment panels. | 50 |
| **Management support of GKM Board meetings.** | 20 |
| **Internal project and team management, liaison, and communications**   * Liaise with research leads and finance business partners (FBPs) to ensure timely delivery of internal and external reporting and management functions for the GKM project. | 20 |
| **External communication, influencing and dissemination**   * Engage and interact with existing and new potential customers and stakeholders. * Working closely with GKM colleagues, build and strengthen GKM’s new business opportunities and service offerings., * Establish and maintain effective lines of communication and influence with UK-based major funding organisations; and agricultural/horticultural/food/agri-tech industries nationally and internationally. | 10 |

1. **Working conditions**

Based at NIAB at East Malling; flexible and hybrid working will be considered. Mostly office environments with occasional interactions in laboratory, field and glasshouse.

Regular travel across Kent and Medway regions and to our Cambridge HQ. Occasional travel nationally and possibly internationally.

Regular Visual Display Unit usage.

**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** |  |  |
| Degree in a relevant scientific discipline, business, economics, management or equivalent qualifications/experience | x |  |
| Management training |  | x |
| Prince/Agile/Lean or similar |  | x |
| Grant Management |  | x |
| **Knowledge and skills** |  |  |
| Excellent verbal and written communication skills with the ability to communicate new and complex information to a diverse audience. | x |  |
| Excellent interpersonal skills with the ability to work effectively and collaboratively with others. | x |  |
| Competency in Microsoft Office 365 applications – Outlook, Word, Excel, SharePoint, PowerPoint. | x |  |
| Excellent numeracy and data handling skills. | x |  |
| Excellent organisational skills and ability to plan and prioritise amidst conflicting demands. | x |  |
| Excellent project and/or grant management skills. | x |  |
| Excellent analytical and problem-solving skills. |  | x |
| **Experience** |  |  |
| Dealing with varied stakeholders (internal and external), managing complex problems. | x |  |
| Scientific project/research/grant management and administration. | x |  |
| Stakeholder communication and engagement. | x |  |
| Working with project partners to coordinate reporting requirements and preparation of board papers. |  | x |
| Working with researchers and businesses in the horticultural and/or plant-based food sector |  | x |
| **Attributes** |  |  |
| Accuracy and attention to detail. | x |  |
| Evidence of commitment to own personal development and willing to learn new skills. | x |  |
| Ability to work effectively both independently and as part of a team. | x |  |
| Proactive and self-motivated |  | x |
| **Other** |  |  |
| Driving licence or access to independent means of travelling, enabling regular travel across Kent and Medway regions and to our Cambridge HQ. | x |  |