



WILLIAM GRANT & SONS

## ROLE PROFILE

<b>Job Title</b>	<b>Knowledge and Insights Manager</b>
<b>Business Unit / Group Function</b>	
<b>BU Team / Sub-Function</b>	William Grant Foundation
<b>Location</b>	Strathclyde Business Park
<b>Team Leader</b>	William Grant Foundation Chief Executive
<b>Team Members</b>	No
<b>Job Level</b>	
<p><b>Role Purpose</b></p> <p>To support the Foundation’s effectiveness by developing and enhancing our ability to generate and obtain, analyse and apply, and recall and share evidence and insight relating to the causes we give to, how change happens in those fields, and our role in enabling it.</p>	
<p><b>Accountabilities</b></p> <p><b>Support the Foundation’s four giving groups</b></p> <ul style="list-style-type: none"> <li>• With the Partnerships &amp; Learning Managers, support the groups to effectively use evidence and insight in grant-making strategy development and decision-making, contributing to relevant group meetings, learning events and discussions, and facilitating reflection and sense-making as part of groups’ practices.</li> <li>• Undertake research tasks, commission research where appropriate, and curate and summarise relevant external updates and research relating to groups’ interests or Foundation-wide themes.</li> </ul> <p><b>Lead on developing our knowledge management system and capabilities</b></p> <ul style="list-style-type: none"> <li>• Develop and manage a proportionate and practical knowledge management system to consolidate and record our learning; identify and implement any additional digital tools required to support this; support the ongoing development and improvement of this system; support the team and giving group members to use these tools and implement associated practices effectively.</li> <li>• Lead on work to optimise our use of the data and intelligence acquired or generated in the process of our grant-making – e.g. from grants data and grantee reports and conversations – to inform future decisions and learning; support the Foundation Assistant to develop our grant-making database systems to enable this.</li> </ul> <p><b>Lead on performance evaluation and improvement</b></p> <ul style="list-style-type: none"> <li>• With the team, develop and manage a proportionate performance-evaluation framework based on our theory of change; lead on subsequent data gathering, analysis and reporting.</li> <li>• Lead on refinement of our grantee feedback system and analysis and reporting of its results, ensuring we are acting on and sharing the insights it provides.</li> </ul>	



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**Contribute to knowledge sharing and collaboration**

- Collaborate with colleagues to develop learning opportunities for and with grantees; facilitate knowledge exchange between internal groups and external partners.
- Oversee our "learning out loud" communication strategy, manage communication platforms (website, podcasts, social media), and monitor their effectiveness; lead production of the annual review.
- Contribute to external events, networks, and publications to share the foundation's insights and learnings.
- Seek and participate in opportunities for partnership and collaboration with other funders and relevant organisations, particularly relating to knowledge and insight.

<b>Created by:</b>	Nick Addington, William Grant Foundation CEO
<b>Creation Date:</b>	22 May 2024
<b>HRBP:</b>	
<b>Date of last revision:</b>	