



Research and Operations Facilitator

Job Description & Further Particulars

Job title:	Research and Operations Facilitator
Hours:	22.5 hours per week (FTE 0.6). Please note the role will require some time office-based each week and infrequent out of hours work may be required occasionally
Salary:	£22,616 per annum plus £918 Oxford Weighting Payment
Contract Type:	Fixed Term contract for 12 months (with a probationary period of 5 months)
Responsible to:	Director and Deputy Director of the Wellbeing Research Centre
Additional information: Please note this role does not meet the criteria for the Skilled Worker visa so applicants must have the right to work in the UK.	

Harris Manchester College

Harris Manchester is a college of the University of Oxford, with a radical tradition which it continues in the present day. Originally founded in 1786 in Manchester as a dissenting academy, it came to Oxford in 1889, and became a college of the University in 1996, changing its name from Manchester College to Harris Manchester College at that time. From the start, the College was distinctive in offering higher education to those who were excluded from the established English universities (at that time restricted to Anglicans) or other dissenting academies (often restricted to members of a particular denomination). Women were admitted from 1876, with the result that it was uniquely coeducational on its arrival in Oxford.

The College continues its tradition of radical inclusion today through a unique mission: it is the only college in the University of Oxford dedicated exclusively to admitting and supporting mature students (aged 21 years or over) at both undergraduate and postgraduate level.

The College is committed to breaking down the barrier of age in higher education. It provides a friendly, welcoming atmosphere and inclusive ethos, and pursues the highest standard of academic teaching, learning, and research in an environment which is fully supportive of Fellows, staff, and students.

There are approximately 250 undergraduate and postgraduate students altogether, studying a wide range of subjects in the Humanities, Social Sciences, Engineering and Medical Sciences.

For further information on Harris Manchester, please visit the College website at <http://www.hmc.ox.ac.uk>.

Overview of Post

The Research and Operations Facilitator will play a pivotal role in the operational management of the Wellbeing Research Centre (across the WRC, WHR, and WWM teams), providing comprehensive support across the full research grant lifecycle and ensuring the effective delivery of the Centre's research, financial, and operational activities.

Working closely with the Wellbeing Research Centre Director and Deputy Director, the post-holder will oversee research grant administration from pre-award through to post-award, manage financial and operational processes, coordinate institutional and external relationships, and develop efficient systems that enable researchers to focus on delivering world-leading research.

The role combines research administration, grants management, financial oversight, operational management, and stakeholder engagement, acting as the central operational contact for the Centre.

Key Responsibilities & Duties

Research Grants & Funding Management

- Under the guidance of the Director and Deputy Director, coordinate the end-to-end administration of research grants and funding awards, ensuring compliance with College, University, funder, and regulatory requirements throughout the grant lifecycle.
- Prepare and coordinate pre-award grant paperwork, costing, and submissions.
- Support the team in the development of applications, budgets, and supporting documentation.
- Ensure that research grants and donations have the necessary college approval before application and acceptance.
- Prepare paperwork related to donation/sponsorship/supporter agreements.
- Act as the primary operational contact for research funders.
- Maintain accurate grant records and monitor key milestones and reporting deadlines.
- Manage post-award administration, including grant set-up, expenditure monitoring, reporting, variations, and project closure.
- Track and coordinate all processes relating to external funders and donors.
- Support fundraising activities and the administration of philanthropic and charitable funding in line with the College's guidelines and policies.

Financial Management

- Support the financial management of the Centre, under the guidance of the Director and Deputy Director, working closely with the Harris Manchester College (HMC) Finance Team, who manage the formal accounting processes.

- Support with financial processes (income and expenditure, submit expenses, support with payments, escalating expenditure requiring authorisation in accordance with delegated financial limits).
- Liaise with HMC finance team regarding financial processes.
- Monitor expenditure against budgets.
- Support forecasting and financial planning.
- Ensure financial transactions comply with College and University policies and funder requirements.

Research Operations & Administration

- Support with the day-to-day operational management of the Centre to ensure efficient, effective, and compliant working practices.
- Support the development and continuous improvement of operational systems, processes, and workflows.
- Maintain existing operational policies and standard operating procedures.
- Act as the primary operational and executive support contact for the Director and Deputy Director.
- Manage Centre correspondence (digital and in writing).
- Maintain accurate operational records and documentation, ensuring compliance with all document management practices.
- Support the booking and organisation of meetings, internal and external events, workshops, conferences, and engagements.
- Support the effective management of office facilities and resources to ensure they meet the needs of the Centre.
- Support data protection, information governance, and health and safety compliance.

People Operations

- Support the effective administration of staffing throughout the employee lifecycle.
- Coordinate recruitment and onboarding activities by liaising with HR.
- Support contract administration and employment documentation.
- Monitor HR-related timelines (University cards, contract renewal, annual reviews).

Stakeholder & External Relations

- Provide operational support across major research programmes and strategic initiatives.
- Act as an operational point of contact for funders, collaborators, and partners.
- Support donor stewardship and communications.

- Prepare reports, briefings, and correspondence.
- Coordinate contractual and administrative documentation.
- Support strategic partnerships and collaborative initiatives.
- Work closely with communications colleagues to ensure consistent messaging.

Project Support

- Provide operational support across major research programmes and strategic initiatives.
- Support the development and monitoring of project plans and delivery schedules.
- Monitor project risks, dependencies, and milestones.
- Support delivery of major research outputs and publications.
- Coordinate meetings, actions, and reporting across programmes.
- Support dissemination activities, events, and stakeholder engagement where appropriate.

Selection Criteria

Essential

- Sound knowledge of administration of research grants and funding awards.
- Ability to organise and prioritise work effectively, managing multiple tasks to meet deadlines.
- Strong operational and administrative skills, including operational and standard operating procedures.
- Excellent written and verbal communication skills.
- High level of accuracy and attention to detail.
- Ability to work independently and collaboratively within a team environment.
- Excellent analytical and problem-solving skills, with a proactive and solutions-focused approach.

Appointment Procedure

To apply, please submit a CV (maximum 3 sides of A4) and a covering letter which details how your skills, experience, and qualifications meet the criteria for the post. Please also include the details of two referees.

The above should be submitted by email to hr@hmc.ox.ac.uk by 12 noon on the application deadline of **24th July 2026**. Interviews are expected to take place on the week commencing **3rd August 2026**.

Benefits and Conditions

- Free meals when on duty when the kitchen is serving meals to staff.
- Pension: You will have the option of joining a contributory staff pension scheme.
- Annual leave: 30 days (pro rata for part time staff) plus bank holidays, normally to include the days when the College is closed at Christmas and Easter. The remainder are to be taken at a mutually agreed time, but normally outside of term.

Important Information for Candidates

Data Privacy

Please note that any personal data submitted to the College as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the College's data protection policy [here](#).

Equal Opportunity

Harris Manchester College is an Equal Opportunity Employer. Conduct against fellow employees and College members which is offensive, or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

The College exists to promote excellence in education and research and is actively committed to the principle of equality of opportunity for all suitably qualified candidates.

Right to work in the UK

The appointment will be subject to the satisfactory completion of proof of the right to work in the UK.