

# Science Leadership Program Manager

Schmidt Science Fellows

UK Team Hub, Oxford



## About Schmidt Science Fellows

Infectious disease. Climate change. Food insecurity. An aging population. Species extinction. The crises that face our planet and our society are broad, deep, and multi-faceted. They recognize none of the neat boundaries that are often and traditionally applied to science.

We are living in a new era of science, technology, and innovation. Scientific progress and cutting-edge technologies are rapidly accelerating our understanding of the natural and built worlds. Research is global and is helping us to tackle many pressing challenges and improving lives around the world.

In this new era, the best scientists should draw insights from across numerous disciplines, be able to apply new techniques, and possess a broad worldview

informed by the intersections between science and society. This is the space we work in.

We believe in a vision of a world where interdisciplinary science flourishes without limit, accelerating discoveries to benefit the world, and driving innovation that improves quality of life for all.

We help scientists solve bigger problems faster by identifying, developing, and amplifying the next generation of science leaders, building a community of scientists and supporters of interdisciplinary science, and leveraging this network to drive sector-wide change.

Schmidt Science Fellows is an initiative of Schmidt Sciences, delivered in partnership with the Rhodes Trust. The Program was launched in 2017 by Eric and Wendy Schmidt.

To learn more about Schmidt Science Fellows and our mission, please watch our film, [‘Science Needs to Change.’](#)



## The Position

We are seeking a dedicated and proactive Program Manager to help drive the success of our flagship Science Leadership Program (SLP) through meticulous planning, coordination, and execution. Reporting to and collaborating closely with the SLP Director, you will play a key role in ensuring operational and programmatic excellence and continuous improvement across all aspects of the program. This is an exciting opportunity for a highly organized professional with a passion for developing the next generation of science leaders.

The Science Leadership Program consists of three ~7-day convenings each year held in locations around the globe, including but not limited to Northern California, Boston, and Oxford, UK.

Each convening is unique, but our commitment to delivering the highest quality and ensuring the best experience for our Fellows and partners is constant.



## Key Responsibilities

- **Program Design & Implementation:**
  - Act as a key liaison point for speakers, partners, and stakeholders, coordinating communication, scheduling, and pre-event logistics; contribute to preparatory meetings to ensure alignment on session objectives and program expectations.

- Lead the design and distribution of key SLP content – including session briefing documents, welcome packs, seating charts, and feedback surveys to enhance the convening experience.
  - Work with the Events Manager and Operations Team to help in the coordination of event logistics.
  - Develop and implement inclusive and engaging activities to support community building among the active cohort, enhancing collaboration and a sense of belonging within the group.
  - Manage the operational planning and logistics of virtual community sessions across the year.
  - Working in partnership with the SLP Director, contribute to shaping the curriculum and session design for convenings, incorporating new approaches to meet the program’s goals.
  - Own and deliver distinct parts of the SLP journey as agreed in collaboration with the SLP Director. This may include the facilitation of training, directly supporting Fellow-led initiatives, and delivering team-building activities.
- **Participant Engagement & Support:**
    - Manage communications with Schmidt Science Fellows, invited speakers, vendors, and participants regarding program details, schedules, and expectations.
    - Work with the Events Manager and Operations Team to help coordinate logistics related to participant involvement, such as travel arrangements, accommodations, and on-site support.
    - Collaborate with Fellowship Affairs colleagues to create a seamless experience for Fellows, working closely in areas where SLPs intersect with Fellowship policies and support services.
- **Feedback, Impact Assessment, & Data Management:**
    - Develop an enhanced feedback approach to evaluate program effectiveness and participant engagement, including the creation of targeted survey questions and evaluation metrics.
    - Maintain accurate records of Fellow attendance and feedback and analyze quantitative and qualitative data to assess program outcomes. Prepare post-event reports and presentations highlighting key insights and recommendations for improvement.
    - Foster a collaborative and inclusive environment by engaging Fellows and partners in discussions to co-create program experiences based on feedback, ensuring continuous improvement and participant satisfaction.
- **Communications:**
    - Collaborate with the Communications Manager to support the effective delivery of the SLPs, including drafting engaging event content, curation and posting of content for our website and

internal Hub site, and contributing to relevant communications channels.

- **Budget tracking and Administration:**
  - Assist the SLP Director in managing the program budget, ensuring resources are allocated efficiently and responsibly.
  - Help to track expenses and monitor financial performance in line with the program's budget. Work closely with the Director of Operations to ensure all invoices are processed and paid.
- **Science Leadership Program Support on the Ground:**
  - Attend all SLPs for the full duration, arriving up to two days ahead of time to ensure logistics are in place.
  - Provide on-the-ground coordination support to the Fellows, SLP Director, and Events Manager to ensure successful delivery of the convenings, including greeting speakers, helping with room set up, and responding to Fellow and other needs as they arise.
- Support and contribute to other Schmidt Science Fellows convenings, including for our Senior Fellows community, as required.
- Collaborate, co-create, and support team-wide activities as a means of contributing to and strengthening the culture of SSF.
- Other duties as assigned.



## Knowledge, Skills, and Attributes

Candidates for the position should be able to demonstrate the following knowledge, skills, and attributes:

- Demonstrated experience managing or coordinating leadership or training program design, planning, and execution.
- Experience in or deep understanding of scientific careers and training pathways.
- An affinity with the Schmidt Science Fellows mission and vision alongside a passion for fostering the growth of others and creating a supportive and impactful learning environment.
- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously and meet deadlines.
- Excellent attention to detail and problem-solving abilities and a willingness to engage in detailed administrative tasks.
- Strong interpersonal and communication skills, both written and verbal, with an ability to interact professionally with a wide range of stakeholders.
- Have a positive, inclusive, and collaborative working style with a growth mindset and a clear commitment to the highest standards of delivery, ethics, and confidentiality.
- Flexibility to adapt to changing circumstances and priorities and a willingness to manage flexible working to accommodate our international operations, management, and Fellows across multiple time zones.
- Be a reliable self-starter with the ability to manage your own work area while recognizing when to engage leaders and colleagues.
- Value diversity and take pride in building a Fellowship community and working with a program team that brings together a diversity of thought, perspectives, and backgrounds.
- Experience with modern office procedures, MS Office Suite, GSuite, and Zoom. Salesforce CRM experience is an advantage.

## Requirements

- Bachelor's degree or equivalent qualification from an accredited institution.
- 4+ years of program coordination or management experience in leadership development, Scholarship or Fellowship programs, or other sustained training programs.
- Be able to co-work at our offices in central Oxford two days a week and to travel internationally. The post holder will be required to travel for up to 10 days at a time – *with* notice – to engage with the Schmidt Science Fellows community and support major events and convenings.
- Attend all Science Leadership Programs for the entire duration, arriving 2 to 3 days ahead to ensure logistics are in place and remaining ½ to one day after to support post-SLP logistics.

- We operate across two core hub offices, with teams based in both Oxford, UK, and Washington, D.C. and we work with Science Leadership Program delivery partners in California and various cities in North America. Some flexibility with working hours is expected to accommodate collaboration across time zones.



## **Terms of Appointment**

We are looking for the successful candidate to start as soon as possible. Terms and salary will be discussed with candidates.

Schmidt Science Fellows staff are employed by the Rhodes Trust. UK-based staff benefits include:

- 30 days annual leave plus 8 bank holidays
- Competitive pension scheme
- Generous family leave schemes
- Private health insurance
- Employee Assistance Programme
- Professional development opportunities

Additional benefits, such as free access to the University's gardens, parks, libraries and museums, and University staff discounts in shops across Oxford.

## To Apply

Schmidt Science Fellows is an equal opportunity employer. We warmly welcome applications from talented people of diverse backgrounds and appoint without regard to age, disability, gender, gender identity, gender reassignment, sexual orientation, pregnancy or maternity, parental status, marital or civil partner status, race, color, ethnic or national origin, nationality, religion, or belief.

**The final closing date for applications is 5pm GMT, Wednesday 11 December 2024.** First-round interviews are scheduled to take place by video call for suitably qualified candidates on the afternoon of Tuesday, 17, or Wednesday, 18 December 2024. Shortlisted candidates will be invited to an in-person panel interview in the New Year.

Please send your curriculum vitae (no longer than three pages) plus a cover letter (no longer than two pages) and the contact details of at least two references (these will not be contacted without the applicant's permission) to [careers@schmidtsciencefellows.org](mailto:careers@schmidtsciencefellows.org).

For an informal conversation about the role, please contact Maysa Mustafa, Director of the Science Leadership Program - [mmustafa@schmidtsciencefellows.org](mailto:mmustafa@schmidtsciencefellows.org)

