

Science Leadership Program - Implementation Manager

Schmidt Science Fellows
UK Team Hub, Oxford



About Schmidt Science Fellows

At Schmidt Science Fellows, 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.

Our Science Leadership Program (SLP) is how Schmidt Science Fellows, working across the world, come together in fellowship to build the skills, experience, and networks required to become interdisciplinary science leaders.

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

Each SLP convening includes workshops and interactive sessions on topics such as managing diverse teams, effective communication and storytelling, resilience and risk-taking, and strategic problem-solving. Fellows also engage in scenario-based learning, peer collaboration exercises, and expert-led panels designed to enhance their abilities as science leaders to tackle the world's most pressing problems.

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 SLP Implementation Manager to support the day-to-day planning and delivery of our Science Leadership Program through meticulous preparation, coordination, and execution.

Reporting to the SLP Director (who leads the overall vision, design, management, and delivery of the Program), you will play a key role in ensuring smooth, high-quality execution across each convening, collaborating with internal teams and external partners to help create an outstanding experience for

participants.

This is an exciting opportunity for a **highly organized professional with strong experience in project coordination or management, a passion for developing the next generation of science leaders, and a clear orientation toward detail, follow-through, and service to participants.**

Please note that this role has no direct reports and, rather, relies on strong cross-functional coordination with multiple staff members across the Schmidt Science Fellows organization (i.e., fellowship affairs, events, and operations teams) and with external partners (i.e., speakers and university administrators) to keep delivery on track.

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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

- **Convening Operations & Implementation:**
 - Build and maintain SLP convening/project execution trackers in Asana, keeping them accurate and up to date (clear owners, due dates, dependencies, and status updates), and drive progress across

owners - managing blockers and escalating risks early with recommended actions to the SLP Director.

- Serve as a coordination point for speakers, partners, and stakeholders, supporting with communication, scheduling, and pre-event logistics; join preparatory meetings, capture decisions/actions, and confirm readiness against session objectives and expectations.
 - Prepare, compile, and distribute key Program materials, including session briefing documents, welcome packs, seating charts, and feedback surveys.
 - Work with the Events and Operations Teams to translate program requirements into event delivery needs, including leading drafting of AV and room-set up needs, all attendee trackers, and staffing plans.
 - Manage the operational planning and logistics of virtual community sessions across the year, including scheduling, speaker management, materials preparation, tech run-throughs, and follow-up actions.
 - Working in partnership with the SLP Director, support curriculum and session planning for convenings by coordinating inputs, drafting agendas/materials, and tracking decisions to meet convening goals.
 - Deliver specific components of the SLP experience as agreed in collaboration with the SLP Director. This may include facilitating breakout groups, directly supporting Fellow-led initiatives, or delivering team-building activities.
- **Participant Engagement & Support:**
 - Draft and distribute select communications to Schmidt Science Fellows, invited speakers, vendors, and participants regarding program details, schedules, and expectations.
 - Work with the Events Team and Operations Team to coordinate logistics for participant involvement, including 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:**
 - Deliver and refine a 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.
- **Communications:**
 - Collaborate with the Communications Manager to support the effective delivery of the SLPs, including supporting the drafting of event content, curating and posting 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 2 to 3 days ahead of time to ensure logistics are in place.
 - Provide on-the-ground coordination support to the Fellows, SLP Director, and Events Team 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 coordinating or managing leadership or training program planning and delivery.
- Strong organizational and project management skills, with the ability to handle multiple tasks simultaneously and meet deadlines.
- Meticulous, methodical working style with strong quality-control instincts, problem-solving ability, 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.
- 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.
- 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 wide range of thoughts, perspectives, and backgrounds.
- Interest in and willingness to learn about scientific careers and training pathways, with some prior experience or familiarity preferred.
- Experience with modern office procedures, AI/LLMs, MS Office Suite, GSuite, Asana, and Zoom. Salesforce CRM experience is an advantage.

Requirements

- Bachelor's degree or equivalent qualification from an accredited institution.
- 3+ years of program or convening coordination and delivery experience in leadership, professional 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

This is a full-time role, and 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 Wednesday, 27 May, 5pm BST. First-round interviews are scheduled to take place by video call for suitably qualified candidates on the afternoon of 3/4/5 June. Shortlisted candidates will be invited to an in-person panel interview expected to take place on 10/11 June.

Please send your curriculum vitae and a cover letter (each 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.

