

**VACANCY**  
**FELLOWSHIP ADVISOR**  
**(Part time – 0.6 FTE)**

Applications are invited for the post of Fellowship Advisor with the Daphne Jackson Trust. Based at the University of Surrey, the Trust offers Fellowships for returners to science, technology, engineering and mathematics (STEM) after a career break of two years or more. It can be almost impossible for many STEM researchers to return to their careers at the right level without the help of a Daphne Jackson Fellowship, as it offers the opportunity to re-establish scientific credentials and obtain a recent research record whilst retraining and renewing skills that are essential for a future career.

The Fellowship Advisor will play a key role in supporting returners throughout the stages of the application process from the initial enquiry through to completion of the Fellowship. The Fellowship Advisor is the main point of contact for these individuals, providing advice, support and guidance, and in liaison with the Fellowship Officers, will ensure the efficient management of applications for Fellowships. The post will involve the assessment of a candidate's initial eligibility and further assessments on whether they are formally invited to apply for a Fellowship.

Applicants should have excellent communication and interpersonal skills which are required to provide advice to people who have been on a career break and wish to return to a STEM career. The ability to assess potential is critical, and to organise and prioritise a busy workload and to be an effective member of a small team.

The Fellowship Advisors must have a STEM degree and ideally will have a PhD in a STEM subject plus knowledge of, or experience in, the Higher Education Sector. A knowledge of some of the stakeholders with whom the Trust works, such as the Research Councils, Learned Societies, Medical Charities or the scientific community in general would be an advantage.

The Trust is comprised of a small, very dedicated team of staff and the Fellowship Advisors must be friendly and approachable, efficient and methodical with an ability to work on their own initiative. This is a demanding post that will suit someone with a high degree of commitment and the ability to multi-task and work under pressure. At any one time the Fellowship Advisors can be working with 30 or more individuals at various stages in the application process or their Fellowship.

The Fellowship Advisors must be computer literate with a fully operational knowledge of MS Office. The role of Fellowship Advisor is based in the Daphne Jackson Trust Office in the Physics Department at the University of Surrey with the occasional requirement for work at home outside of normal office hours and attendance at meetings in London.

**Salary offered is pro rata of £28,091. Closing date for applications is 12 noon on Wednesday 1 May 2019 with interviews held in the week commencing 13th May 2019.**

**Please send a CV and covering letter stating where you saw the role advertised and why you think you would be suitable to Dr Katie Perry, Chief Executive, the Daphne Jackson Trust at [djmft@surrey.ac.uk](mailto:djmft@surrey.ac.uk) or telephone 01483 689166 for more details. Further information on this role and a job description are available on request. We acknowledge, embrace and understand diversity**

**Further information on the Daphne Jackson Trust can be found on our website [www.daphnejackson.org](http://www.daphnejackson.org)**