

<b>Job Title:</b>	Fellowship Advisor
<b>Reports to:</b>	Trust Manager
<b>Direct reports:</b>	No line management responsibility
<b>Location:</b>	Daphne Jackson Trust Offices, Physics department, University of Surrey, Guildford
<b>Hours:</b>	0.6 FTE – worked flexibly, as agreed with line manager
<b>Remuneration:</b>	£16,855 (pro-rata of £28,091) + pension + pro-rata of 25 days leave, plus bank holidays and university closure days

### **The Role of the Fellowship Advisor**

The Fellowship Advisor is responsible for the processing of Fellowship applications, and for the care of Fellows during the application process and during their Fellowships. These responsibilities will be carried out in an efficient and timely manner with support from the Fellowship Officers and in response to and in liaison with the Trust Manager.

The support and advice given to applicants and Fellows is the responsibility of the team of three Fellowship Advisors. They will be supported by the Fellowship Officers to ensure the smooth running of the process from initial enquiry to completion of Fellowship.

The Fellowship Advisor has particular responsibilities for:

#### **Working with individuals from point of enquiry through preliminary development of their Fellowship proposal**

- Assist the Trust Administrator in assessing initial eligibility if required.
- Conduct the eligibility and suitability check to assess and select individuals to enter the preliminary phase of the application process, liaise with Trust Manager on final eligibility decision.
- Support, mentor and advise individuals during the preliminary phase and in preparation of their first draft proposal. Send detailed feedback on draft proposals.
- Monitor the progress of individuals on a regular basis.
- Assess individuals for suitability to enter the formal application process in liaison with the Trust Manager and Chief Executive.

#### **Working with individuals through the formal application process to the point of award**

- Support, mentor and advise individuals in the formal application process.
- Monitor the progress of individual applicants and ensure they are working to the designated deadlines in the process.
- Conduct interviews and give feedback.
- Identify suitable independent technical referees, request references and liaise with the applicants when necessary.

### **Working with Daphne Jackson Fellows**

- Assist Fellows with any queries or problems that may arise during the course of their Fellowship.
- Review mid- and end-Fellowship reports from Fellows and comment as necessary.
- Advise and assist Fellows if they need to apply to change the terms of their Fellowship.

### **Working with the Trust Staff**

- Work with the Fellowship Officers to ensure that all deadlines are met in relation to the processing and progression of individuals in the application process.
- Work with the other two Fellowship Advisors to coordinate progression of applicants at key stages and ensure consistency in support, mentoring and advice offered.
- Work with the Fellowship Officer in relation to the reporting process.
- Work with the Communications Manager as necessary and assist with production and dissemination of material relating to publicity and marketing activities and events.

### **Working with Supervisors and Hosts Organisations**

- Communicate with the Fellowship supervisors after interview to ensure they have all the required information and as necessary throughout the application process and Fellowship.

### **Working with Committees**

- Prepare Fellowship application summaries for presentation to the Awards Assessment Panel.
- Assist with preparation of updates on individuals in the application process and Fellows in preparation for committee meetings, as required.
- Attend all Trust Administration Committee Meetings, Awards Strategy Committee Meetings and other relevant meetings.

### **General responsibilities**

- Maintain an accurate and up-to-date record of communications with applicants and Fellows.
- Ensure that the Trust database is kept updated on a regular basis.
- Attend external events as appropriate.
- Support the Trust in all matters contributing to the achievement of its aims and future direction and development.

### **Additional Duties**

It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are, therefore, expected to undertake work which may not be specifically covered in the job description. These additional duties will normally be compatible with the regular tasks and duties. If the additional responsibility or task becomes a regular or frequent part of the staff member's job, it will be included in the job description in consultation with the member of staff.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

## Person Specification

Candidates should have an enthusiasm for working with individuals to make a positive difference to their career prospects and be sensitive to the varying personal circumstances of career returners.

Candidates require a STEM background and would ideally have knowledge of the academic research environment. 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 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 travel to meetings and events outside of normal office hours.

The Trust is comprised of a small, very dedicated team of staff, and candidates must be efficient and methodical with a highly organised approach, good attention to detail and ability to work on their own initiative. Candidates require the ability to multi-task, work under pressure and be proactive in finding solutions. This is a demanding post that will suit someone with excellent interpersonal skills, a high degree of commitment and genuine interest in helping people achieve their potential.

	<b>Essential</b>	<b>Desirable</b>
Education, training and Qualifications	A degree or equivalent in a STEM related discipline	A PhD or similar qualification or equivalent experience
Skills and abilities	<p>Excellent communication and interpersonal skills</p> <p>Ability to communicate with a wide variety of people at all levels</p> <p>Ability to work both independently and as part of a team</p> <p>Excellent organisational, planning and project management skills</p> <p>Ability to prioritise a busy workload and to multi-task</p> <p>Excellent numeracy/literacy skills</p> <p>Ability to work under pressure</p>	
Knowledge and experience	<p>Computer literate</p> <p>Good operational knowledge of Microsoft Word, Excel and Outlook</p> <p>Good understanding or knowledge of higher education and research</p>	<p>Good operational knowledge of Microsoft Access or other database software</p> <p>Experience of working with university researchers and other research stakeholders</p> <p>A knowledge of research funding</p> <p>A knowledge of learned societies and professional institutions</p> <p>Knowledge of equality, diversity and inclusion issues.</p>

