



Job Title: Philip Freer Fellowship Trust Administrator
Accountable to: Head of Heritage and Collections
Location: 21 Albemarle Street, London/hybrid/remote
Contract type: Fixed-term contract (6 months) with the potential for extension; 14 hours per week (0.4FTE) with flexibility as to how the time is worked across the week
Salary: c. £28,000 per annum to £31,000 per annum pro-rata (£11,200 to £12,400 per annum)

Job Purpose

To administer the Fellowships funded by the Philip Freer Fellowship Trust.

The Trust's aim is to support PhD research in the history of science, the history of the Royal Institution, or conservation science. The Trust awards 2-3 fellowships annually to PhD candidates who are completing their research in their unfunded fourth year.

Philip Freer was a collateral descendent of Michael Faraday and a philanthropist whose generous donation was intended to ensure researchers can "make a difference in the world"

The Trust's funding is administered by the Royal Institution of Great Britain (Ri), a science charity with an extensive historic archive and a wide range of public and education programmes in London and online¹. The post-holder will be employed at the Ri, and there may be opportunities to extend the work to the Ri's other activities, where funding permits.

Job Description

Main responsibilities of the role

Support the existing Fellows to:

- Draw down their funding using the Ri's processes
- Provide regular updates on their progress to the trustees and relevant Ri staff
- Develop relationships with Ri staff (especially in our public and family programmes) which facilitate the communication of the student's work to public audiences
- Develop relationships with Ri staff to facilitate students CPD through projects/activities
- Receive mentoring from specialists among the Ri's academic and professional networks.

¹ <https://www.rigb.org/about-us/work-us/ri-freer-prize-fellowships>



Coordinate the selection of new students including:

- Publish a call for new Fellows, including applicant guidance & selection criteria, and market the call via relevant higher education networks
- Arrange and run the submissions process for applicants, including acknowledgements, answering enquiries, reviewing applications, and shortlisting. Providing feedback to all applicants, successful and unsuccessful
- Manage all communications with the candidates, reviewers/judges and other stakeholders
- Support colleagues working on external communications about the scheme, particularly in the Ri's marketing and digital teams

Support of Freer Trust

- Provide written reports to the Trustees' biannual meetings, and attend the meetings to respond to questions and participate in discussions.
- Liaise with colleagues in the Governance, Finance and other teams as appropriate to ensure the Trust fulfils its governance, reporting and regulatory requirements.

General responsibilities applicable to all staff

- Understand and support the vision, mission and aims of the Ri;
- Maintain awareness of your own and others' Health and Safety, and comply with the Ri's Health and Safety policy;
- Adhere to and champion the Ri's policy and practices on Child and Vulnerable Adult Safeguarding.
- Take appropriate responsibility for records held, created or used as part of your work for the Ri (paper-based and electronic) as per Ri policy and the Data Protection Act
- Encourage team working and effective communication with colleagues.
- Act as a representative of the Ri and deal with Ri Members, customers, stakeholders and the public professionally at all times.
- Comply with Ri financial policies and practices as applicable.
- Undertake other responsibilities as may be reasonably requested.

This Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

Person Specification

Skills, experience and knowledge	
Essential (E) Desirable (D)	
Extensive experience of organising (e.g. PhD programmes, fellowships, conferences) within a university context	E
Knowledge of the academic sector, especially the systems, policies and challenges which affect PhD students	E
Strong written and verbal communication skills, including writing authoritatively and persuasively for academic audiences	E
Proficiency in Microsoft Teams, Outlook, MS Office applications, and CRM software	E
Interest in the history of science, conservation, museums or related topics in science	E
Knowledge/understanding of science, the history of science, conservation, museums or related topics	D
Understanding of the Ri's mission and activities	D
Qualifications	
Degree or postgraduate qualification in a relevant discipline	D
Personal Attributes	
Ability to work productively both independently and as part of a team	E
Able to find pragmatic solutions, seek improvements, and adapt to changing situations	E
Positive "can-do" attitude and willingness to support others where needed	E
Ability to work with minimal supervision, manage own workload and to take responsibility for achieving results	E
Willingness to work occasional evenings (some trustee/committee meetings last until 6 or 7pm)	E
Credibility with senior academics and other stakeholders	E