

BLAVATNIK SCHOOL OF GOVERNMENT

Summary

Job title	AI Justice Incubator Supervisor
Division	Social Sciences
Department	Blavatnik School of Government
Location	Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6: £35,681 - £45,212
Hours	Full time
Contract type	<i>1-year fixed term contract with the possibility of extension subject to funding</i>
Reporting to	Programmes and Operations Manager
Vacancy reference	189386
Additional information	<i>The closing date for applications is 12 noon (UK time) on Monday 9 November 2026.</i>

The role

This is an exciting opportunity to join the Blavatnik School of Government, University of Oxford, to work with the Oxford Institute of Technology and Justice.

Oxford Institute of Technology and Justice (OITJ)

Co-founded by Amal Clooney and Professor Philippa Webb KC, the Oxford Institute of Technology and Justice explores how to harness technology, including Artificial Intelligence (AI), to enhance access to justice. The Institute examines both the potential benefits of AI and how to mitigate its potential harms. It brings together data, knowledge and ideas to develop policy proposals, standards and evidence for action. Our implementing partner is the Clooney Foundation for Justice, which operates in 40 countries, to defend freedom of speech and protect women and children through the courts.

The Manager will play an important role in our AI Justice Incubator, which encompasses two new programmes at the Oxford Institute of Technology and Justice: the Justice



Innovators Programme and the Future Leaders Programme. The postholder will support the full lifecycle of these programmes: from coordinating applications and selection, through onboarding and cohort management, to facilitating training, mentorship and networking opportunities for participants. They will also help support the Programme and Operations Manager in delivering events for the Institute, including events to showcase the work of both cohorts.

Justice Innovators Programme

The Justice Innovators Programme is an initiative to connect, support, and amplify the next generation of innovators using technology to expand access to justice. The Institute will support 5-10 Justice Innovators: NGOs or entrepreneurs from around the world using technology to close access-to-justice gaps or reduce the risk of AI undermining the rule of law. These Innovators will receive mentorship and technical support from collaborating organisations, including leading tech companies and tech and justice organizations from around the world. In this capacity, the candidate will work alongside their counterpart at the Clooney Foundation for Justice.

Future Leaders Programme

The Future Leaders Programme is an initiative to provide University of Oxford students with the opportunity to take part in the Institute's work, including research support, events organisation, and project-based work. Participants work alongside Institute leadership and staff, academics, and practitioners on real-world projects at the intersection of technology, policy, and justice, gaining hands-on research experience, mentorship, access to exclusive Institute events, and the opportunity to contribute to the Institute's thought-piece platform, *Perspectives*.

Responsibilities

Key responsibilities

1. Cohort Support & Relationship Management
 - a. Act as first point of contact for the Student and Innovator cohorts
 - b. Run onboarding and induction for incoming Student and Innovator cohorts
 - c. Organise and run regular touchpoints, including a weekly check-in meeting for Students
 - d. Maintain a working understanding of each student's/innovator's project and who they are collaborating with
 - e. Liaise with project leads and Innovators on progress, challenges, and opportunities for involvement
 - f. Track engagement and gather feedback to continuously improve the programme
 - g. Provide guidance and day-to-day support to junior staff involved in programme administration, sharing knowledge and good practice to support their professional development and effective delivery of activities.
2. Mentorship & Networking
 - a. Coordinate mentorship sessions and technical sessions for participants

- b. Facilitate opportunities for Student and Innovator cohort members to network and exchange insights with each other and with collaborators

3. Recruitment & Application Support

- a. Support the end-to-end application process (opening/closing dates, eligibility checks, completeness review)
- b. Help convene and coordinate selection panels
- c. Organise and run interviews with shortlisted applicants
- d. Coordinate due diligence checks on shortlisted/selected candidates ahead of offers
- e. Manage recruitment logistics, including setting up contracts
- f. Take responsibility for quality assurance across programme administrative processes, ensuring accuracy, consistency and compliance with relevant University policies and procedures, and identifying opportunities to refine existing protocols.

4. Communications & Showcasing

- a. Manage day-to-day communications with the cohorts
- b. Manage day-to-day communications with collaborating tech organizations
- c. Support students/Innovators in showcasing their work, including reviewing drafts of *Perspectives* pieces

5. Monitoring & Reporting

- a. Provide regular progress updates to the Programme and Operations Manager and Institute leadership
- b. Capture lessons learned to help refine criteria and process for future cohorts
- c. Develop key indicators to track and report on impact of both programmes
- d. Gather, analyse and collate programme information, contributing accurate and relevant sections to progress reports, briefing papers and other written outputs to support programme evaluation and decision-making.
- e. Work collaboratively with the Programme and Operations Manager and Institute colleagues to review administrative procedures, contribute to operational decisions, and propose and implement improvements to programme processes and service standards.

6. External collaborations (Justice Innovators Programme)

- a. Serve as day-to-day operational point of contact with programme leads at collaborating tech organizations on credit provisioning, technical support delivery, and troubleshooting access issues for Innovators
- b. Track and report on utilization of in-kind resources (technical credits, licenses etc) provided to Innovators

- c. Liaise with the Clooney Foundation for Justice and relevant tech organisations to ensure effective mentoring and technical training for Justice Innovators
- d. Support the Programme and Operations Manager in planning and delivering the annual showcase event and any other in-person opportunities

Selection criteria

Essential selection criteria

- Hold an undergraduate degree in law, technology, human rights or other relevant field, or equivalent experience
- A proven track record of effective administration and operational management, ideally in a research or higher education institution, or tech organizations and NGOs.
- Exceptional people and program management skills, demonstrated through experience in community management or student/cohort support, ideally in a higher education, research, or a non-profit setting.
- Ability to manage multiple relationships simultaneously including students, academics, and external partners and across distinct programme strands simultaneously
- Excellent written communication skills and an ability to adapt tone across audiences (students vs. senior stakeholders)
- Strong attention to detail, particularly for application/selection processes and recruitment administration
- Discretion and sound judgement in handling sensitive student or cohort matters and confidential issues
- Comfortable managing relationships with technology partners and understanding basic considerations relevant to operating sensitive information in a tech setting (e.g. handling data from at-risk populations).
- Ability to work independently and use own initiative whilst knowing when to keep the Programme and Operations Manager and Institute leadership informed and aligned

Desirable selection criteria

- Experience with mentorship and incubator-type programmes
- Experience with financial administration

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health

declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening>

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit <https://www.ox.ac.uk/about>.

The Blavatnik School of Government

Our vision is of a world better led, a world better served and a world better governed. We are a global school committed to improving the quality of government and public policymaking worldwide, through three routes: teaching current and future leaders; applied research; and engagement with government and practitioners.

The School was founded in 2010 and our founding dean is [Professor Ngaire Woods](#). We admitted the first 38 Master of Public Policy (MPP) students in 2012 and we currently accept around 140 MPP students and around eight doctoral students a year. We also accept a small group of students for our MSc in Public Policy Research.

At the Blavatnik School, we think of diversity as spanning multiple dimensions of individual experience that shape our ideas, ways of thinking and being including, but not limited to, race, gender, age, ethnicity, geography, sexual orientation and differential abilities. We regard such diversity as core to our institutional identity and values, and aim to provide staff with a range of events and resources to support them throughout their time with us. For further details, please visit our [Work for Us page](#).

The Blavatnik School of Government holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all. You can find more information on the [Blavatnik School of Government's website](#).

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all application documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.
- Before applying for this post, you are advised to read the [Internal Mobility Principles](#). The principles promote good practice for moving into professional services roles, and are designed to provide clarity on expectations for managers and individuals.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications>

Non-technical questions about this job should be addressed to the recruiting department directly to recruit@bsg.ox.ac.uk.

To return to the online application at any stage, please go to: <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply>

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://unioxfordnexus.sharepoint.com/sites/OXINTRANET-working-here/SitePages/the-ejra.aspx>

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities.

See <https://www.ox.ac.uk/about/jobs/working-here>.

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at <https://www.ox.ac.uk/about/jobs/life-in-oxford/healthcare-and-wellbeing>

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See <https://www.ox.ac.uk/about/jobs/life-in-oxford>

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/visas-and-immigration>

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see <https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/terms-and-conditions-of-employment>). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See <https://www.ox.ac.uk/about/jobs/life-in-oxford/childcare-and-schooling/childcare>

Supporting disability and health-related issues

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at <https://edu.admin.ox.ac.uk/support-for-disabled-staff>. The Staff Disability Advisor can be contacted at staffdisability@admin.ox.ac.uk

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more <https://www.ox.ac.uk/research/support/researcher-hub/about>