IMPERIAL

Clinical Fellowships Programme Manager (LifeArc/FI)

Department/Division/Faculty:	Department of Infectious Disease, Fleming Initiative, Faculty of Medicine
Campus/Location:	South Kensington Campus with travel to other sites as necessary
Job Family/Level:	Professional Services, Level 4 (Salary scales)
Responsible to:	Fleming Initiative Senior Programme Manager
Line management for:	N/A
Key working Relationships (Internal):	Fleming Initiative Senior Programme Managers, Director of the Fleming Initiative, Fleming Chief Operating Officer, Fleming Communications Manager, Fleming PPIE Officer
Key Working Relationships (External):	Fleming Initiative partners and collaborators as required. Research Funders of follow-on grant/fellowship opportunities, staff of Partner/host Universities, Government Officials and Development Practitioners (UK and overseas), Multi-Lateral Agencies and NGOs, HE Sector Bodies.
Contract type:	Full time, fixed term until up to November 2030

Research Programme

This post is funded by a new exciting partnership between, led by Imperial College London and Imperial College Healthcare NHS Trust. This partnership, the Fleming Initiative, aims to tackling antimicrobial resistance (AMR) through a people-centred and convergence science approach.

The Fleming Initiative offers an innovative approach to the challenge of AMR – combining research, behaviour change, public engagement, and policy to provide real-world solutions that work to protect the health security of local populations around the world. At the core of our initiative, is the transformative approach of co-locating diverse expertise and putting society at the heart of solving this crisis, in a purpose-built Centre at the historic St Mary's Hospital Campus which is due to open in 2028.

The Initiative is run under the Directorship of Professor Alison Holmes, an internationally recognised expert in Infectious Diseases and Antimicrobial Resistance and has several strands of programmatic research, funded by a range of partners.

This role falls within the LifeArc programme of work which consists of integrated activities across clinical fellowships, infrastructure and innovation opportunities to support innovations in antimicrobial stewardship across Africa. The post-holder will work across this partnership in close collaboration with Fleming Initiative leadership, LifeArc and other delivery partners.

Purpose of the Post

The LifeArc Clinical Fellowships Programme Manager will lead the operational development and delivery of the £5m clinical fellowship programme within the Fleming Initiative's LifeArc partnership. The post-holder will manage the programme across multiple partner organisations and LMIC contexts, ensuring that fellowship activity is delivered to a high standard, on time and within budget. The role will require demonstrable experience of fellowship or comparable cohort-based programmes, strong international programme management skills, and experience of training and capacity strengthening. The post-holder will work closely with fellows, academic and clinical leads, partner institutions and LifeArc to develop effective processes, coordinate training and development activities, monitor outcomes/KPIs. You will support sustainable capability strengthening across participating settings, horizon scanning for follow on opportunities and coordinating inter-institutional research relationships and grant applications.

The successful candidate will provide strategic advice and support for a wide range of interdisciplinary research fellowships and foster collaborations that strengthen research, innovation, and knowledge exchange capabilities in the field of AMR.

Key Responsibilities

Programme Leadership and Delivery

- Lead the operational development and delivery of the LifeArc clinical fellowship programme, translating agreed objectives into a clear programme plan, milestones, processes and delivery timetable.
- Design, coordinate and continuously evaluate and improve fellowship programme processes based on performance and feedback from stakeholders including calls, application and selection processes, onboarding, monitoring, cohort activities and completion, working with relevant academic and professional services teams.
- Coordinate multiple fellowship activities and partner inputs simultaneously, ensuring consistent standards, timely delivery, compliance with funder requirements and an excellent experience for fellows and participating organisations.
- Develop and maintain appropriate programme governance, documentation, reporting systems and risk registers to ensure oversight of post fellowship-award operational management.
- Provide expert advice to programme leadership on delivery risks and opportunities to strengthen the fellowship model.

Strategic partnership and Programme Management

- Build and maintain effective working partnerships with academic, clinical and delivery partners, adapting programme delivery to different institutional and operating environments as needed.

- Coordinate activity across multiple partners and stakeholders, managing dependencies, timelines and communications.
- Foster collaboration by bringing together partners applying a culturally aware, context-sensitive approach to partnership working
- Serve as a key knowledge partner across the wider network, cultivating relationships with key partners in relevant sectors, domains, and networks and supporting the development of sustainable approaches that strengthen local ownership, capability and long-term programme impact.
- Develop and maintain a robust framework for monitoring fellowship delivery, outputs, outcomes and capacity-strengthening impact across participating settings.

Operational Management

- Act as a key operational contact for fellows, partner institutions, LifeArc, Fleming Initiative, Imperial and other stakeholders, building constructive relationships with senior academic, clinical and professional stakeholders and resolving complex programme queries.
- Manage and monitor programme budgets and expenditure, working with finance teams and budget holders to ensure accurate forecasting, appropriate use of funds and compliance with relevant requirements.
- Coordinate contractual, procurement, payment and other operational processes with relevant Imperial teams and partner organisations, and maintain programme risks and issues, escalating material concerns appropriately.
- Lead the preparation of high-quality progress reports, dashboards, presentations and other materials.

Training and Capacity Strengthening

- Work with academic, clinical and partner leads to develop and coordinate training, mentoring and capacity-strengthening activities for fellows and participating institutions, including learning pathways, cohort activities and workshops.
- Establish mechanisms to monitor participation, learning, progression and capacity-strengthening outcomes, and use evidence and feedback to improve programme delivery and develop new initiatives to improve support, engagement, quality, and success
- Facilitate peer learning and knowledge exchange across fellows, institutions and countries by, convening focused workshops, arranging events and creating other opportunities to drive interdisciplinary research, collaboration and support within existing structures

Continuous Improvement

- Cultivate a positive attitude toward new ideas and approaches.
- Analyse programme information and feedback to identify trends, make recommendations to improve delivery, and contribute to dissemination of programme learning and impact with communications and academic colleagues.
- Implement improvements in processes and structures where appropriate, for example, through workflow and standard operating procedure changes

Other Duties

- Support the Fleming Initiative's vision of putting the public at the heart of its activities by contributing to public engagement and involvement activities.
- Work with the Fleming Initiative's Communications Manager to provide advance notice of activities for inclusion in social media, newsletters and other channels.
- Undertake any necessary training and/or development.
- Undertake appropriate administrative tasks.
- Attend relevant meetings.

Where Imperial or funder conditions necessitate, you will be required to complete timesheets for your work on projects in a timely manner.

Person Specification

Requirements Candidates/post holders will be expected to demonstrate the following:	**Essential (E)/ Desirable (D)**
Education	
A relevant degree	E
Postgraduate degree in management, finance, project management HR or commensurate professional experience	D
Experience	
Proven substantial programme or project management experience	E
Experience of developing, managing or coordinating a fellowship training programme, centre for doctoral training or other development programme of similar scope	E
Evidence of designing or delivering training, mentoring or capacity-strengthening activities	E
Experience of developing partnerships and contributing to or leading successful grants or other external funding applications	E
Experience of managing budgets and financial reporting including navigating the policies and requirements of major research funder	E
Direct experience in interdisciplinary environments, the academic research environment or in working for a funder of academic research.	E
Demonstrable experience of working across, or managing programme activity in, multiple Low- and Middle-Income Country (LMIC) contexts	D
Knowledge	
Understanding of global and UK research funding	E

Understanding of the institutional, health-system or operating context in one or more LMIC settings	D
Knowledge of AMR, global health or health innovation	D

Skills & Abilities

Excellent verbal communication skills and the ability to deal with a wide range of people	E
Ability to take ownership of actions and follow them through to completion in a complex matrix organisation, working with a through stakeholders as appropriate.	E
Excellent written communication skills and the ability to write clearly and succinctly	E
Ability to work across multidisciplinary teams; including clinical, academic, industry, funder and policy stakeholders	E
Advanced computer skills, including word-processing, spreadsheets and the Internet	E
Ability to direct the work of a small research team and motivate others to produce a high standard of work	E
Willingness to work as part of a team and to be open-minded and cooperative	E
Self-directed: able to work with minimal supervision, manage a number of competing priorities in parallel, and solve problems as they arise.	E
Discipline and regard for confidentiality and security at all times	E
Willingness to undertake any necessary training for the role	E
Willingness to travel both within the United Kingdom or overseas as necessary	E
Flexible attitude to work including a willingness to work out of normal working hours (including weekends) if the requirements of the project demand	E

Further Information

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Our values are at the root of everything we do and everyone in our community is expected to demonstrate Imperial:

- Respect
- Collaboration
- Excellence
- Integrity
- Innovation

Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or

civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on our webpages.

November 2026