IMPERIAL

Programme Manager (LifeArc/Fleming Initiative)

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:	
Key working Relationships (Internal):	Fleming Initiative Senior Programme Managers, Director of the Fleming Initiative, Fleming Communications Manager, Fleming PPIE Officer. Fleming Chief Operating Officer. Fleming Initiative LifeArc Clinical Fellowships Project Manager
Key Working Relationships (External):	Fleming Initiative partners and collaborators as required
Contract type:	Full time, fixed term until 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 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 Programme Manager will lead the operational management and coordinated delivery of the Fleming Initiative's LifeArc programme. The post-holder will provide programme management across a complex portfolio of activities and partnerships, with responsibility for stakeholder management, negotiation, programme governance, financial oversight and delivery. A key element of the role will be to identify and develop opportunities to bring additional grant and partnership funding into the programme, working with academic and professional services colleagues to develop high-quality strategic bids. The post-holder will operate with a high degree of autonomy, represent the programme with senior internal and external stakeholders, and ensure that activities are aligned, risks are actively managed and agreed outcomes are delivered.

Key Responsibilities

Programme Leadership and Delivery

- Lead the operational management and coordinated delivery of the LifeArc programme, translating agreed strategic objectives into clear plans, milestones, deliverables and governance arrangements.
- Manage a complex, interdependent portfolio of activities, maintaining oversight of timelines, dependencies, risks and benefits, and taking action to keep delivery on track.
- Establish and maintain effective programme governance, including management boards and working groups, developing high-quality papers, dashboards and reports, and ensuring follow-through on decisions and actions.
- Provide expert programme management advice to Fleming Initiative leadership and workstream leads, resolving complex delivery issues and escalating material risks where appropriate.

Stakeholder Management, Partnership and Negotiation

- Act as a principal operational contact for the LifeArc partnership, building trusted relationships with senior stakeholders across LifeArc, Fleming Initiative, Imperial, NHS partners, academic collaborators, industry and other external organisations.
- Lead complex stakeholder discussions, using strong negotiation, influencing and diplomatic skills to secure agreement, resolve competing priorities and maintain alignment across partners.
- Represent the Fleming Initiative and the LifeArc programme at senior internal and external meetings and develop new partnerships that advance the programme's objectives.

Funding Development and Grant Activity

- Horizon scan for relevant external funding opportunities and identify ways to leverage the LifeArc programme to secure additional grant and partnership funding, including follow on funding for LifeArc Clinical Fellows.
- Lead, or make a substantial contribution to, the development of strategic and collaborative funding proposals - including cases for support, delivery plans and budgets - coordinating inputs from academic, professional services and external partners.

- Liaise with relevant Imperial research support, contracts, finance and pre-award teams and with external funders and partners, as required.

Financial, Contractual and Risk Management

- Oversee programme budgets and expenditure, working with budget holders and finance teams to ensure effective forecasting, appropriate use of funds and compliance with sponsor and College requirements.
- Prepare and interpret financial and performance information for senior stakeholders and make recommendations to support decision-making.
- Develop appropriate processes and systems for the Fleming/LifeArc funding calls
- Coordinate all contractual and partnership matters relating to the core programme, funding call and follow on grant funding, with the relevant Imperial teams, identifying and helping resolve issues that may affect delivery.
- Maintain programme-level risk and issue registers.

Reporting and Communication

- Lead the preparation and submission of high-quality programme and funder reports, ensuring accurate, timely and coherent reporting across the portfolio, and ensure robust systems are in place to capture outputs, outcomes and evidence of impact.
- Work with communications colleagues to ensure programme achievements, opportunities and outputs are communicated appropriately to relevant audiences.

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 or equivalate qualification	E
Management, finance, project management or HR qualification	D

Experience	
Substantial project/programme management experience	E
Experience managing complex, multi-partner programmes	E
Demonstrable experience of senior stakeholder management	E
Experience of developing partnerships and contributing to or leading successful grants or other external funding applications	E
Strong budget and financial management experience	E
Experience of governance, risk management, performance reporting and delivery against milestones	E
Direct experience in interdisciplinary environments, the academic research environment or in working for a funder of academic research.	D
Experience of working with, or in, Low- and Middle-Income Country (LMIC) contexts	D
Proven track record of successfully supporting the development of competitive funding bids for a variety of research funder	E
Experience navigating the policies and requirements of major research funders	E

Knowledge	
Understanding of global and UK research funding including understanding of the policies of relevant national and international funders and their expectations regarding outputs and outcomes	E
Excellent understanding of the academic and research environment	E
Knowledge of AMR, global health or health innovation	D

Skills & Abilities	
Excellent verbal communication and interpersonal skills and the ability to deal with a wide range of people and stakeholders	E
Excellent written communication skills and the ability to write clearly and succinctly, including the ability to craft compelling and persuasive narratives and edit	E
Strong negotiation, influencing and relationship-management skills	E
Ability to work across multidisciplinary teams; including clinical, academic, industry, funder and policy stakeholders	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
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
Flexible attitude towards work	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 and abroad as necessary	E
Ability to navigate a large matrix environment. A sound grasp of the dynamics of the relationships between departments, groups and individuals of an organisation, and sensitivity to differences in priorities.	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