

Fellowship Manager

Thank you for your interest in the position of Fellowship Manager at the John Schofield Trust. Please find below details of the organisation as well as the role and other related information.



1. About us

The John Schofield Trust was founded in 1996 by the family and friends of the journalist John Schofield who was killed the previous year, aged just 29, while reporting on the Civil War in Yugoslavia for the BBC.

Today, the Trust runs two acclaimed mentoring schemes for 16-18 year-old students and early career journalists. The schemes pair aspiring, early career and apprentice journalists with experienced figures working in the profession of broadcast journalism. As well as providing pathways into the profession, the Trust's mission is to make newsrooms as diverse as the audiences they serve.

More about the Trust, its history and mission can be found [here](#) and more on the impact the Trust has can be found [here](#).

2. Job description

The Trust is creating the new role of Fellowship Manager who will work as a member of the Trust's staff team alongside the CEO and Administrative Assistant. The typical duties of the Fellowship Manager are outlined below.

- To manage the John Schofield Trust mentorship programmes, which incorporates the face to face (F2F) mentoring scheme for early career journalists and the online mentoring scheme for 16-18-year-old students.
- To manage the annual application processes for e-mentees and F2F mentees in consultation with the CEO.
- To manage the pre-selection process for applications.
- To manage and monitor the matching process for mentors and mentees.
- To lead on the Trust's day-to-day relationship with our partners [Brightside](#) in consultation with CEO.
- To lead on the Trust's relationship with the schools participating in the e-mentoring programme.
- To lead on managing the Trust's relationship with the mentors and mentees participating in the Trust's programme.
- To serve as the Trust's point of contact with all former and current mentees, and to manage relations with them.
- Event management as appropriate – in partnership with the Administrative Assistant – this could be networking events for the mentees, training events for mentors, or other

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events and arranging things such as venue hire, guest list management, arrangements of catering, security.

- To collect news from current and former mentees and share with the CEO for inclusion in the newsletter, website and the Trust's social media posts.
- To identify opportunities to expand and enhance the mentorship programme in order to underpin the Trust's vision of making newsrooms as diverse as the audiences they serve.

3. Person specification

Essential

- Experience of using social media platforms, e.g. Facebook, Instagram, LinkedIn, Twitter, in a professional capacity
- Experience of working with the news/journalism industry
- Good communicator
- Excellent organisational skills
- Experience of managing events and projects
- Experience of customer relations
- Experience of managing and maintaining databases and websites
- Commitment to mentoring

Useful (but not essential)

- Experience of managing similar alumni or other networks

4. Principal terms and conditions

PLACE OF WORK

The Fellowship Manager will normally be required to work remotely from their home address, which must be within the United Kingdom. They will not be required to work outside the UK.

Unfortunately, the John Schofield Trust is unable to sponsor visas – candidates must already possess the right to work in the UK.

HOURS OF WORK

The Manager's hours of work are 104 days per year of 8 hours a day with a 60-minute unpaid break each day. Annual leave allocation is 11.6 days.

PATTERN OF WORK

The Fellowship Manager will work 3 days a week during late August, September, October, November, December, January, February, March and April to a cumulative total of 104 days.

REMUNERATION

Our daily rate is £140, payable monthly in arrears on the 15th of every month.

PENSION

We have chosen NEST as our workplace pension scheme. NEST is a straightforward pension scheme. You will be entitled to join NEST to which you will contribute a minimum of 5% of your qualifying earnings and we will contribute 3%. You can, however, choose to opt-out.

COLLECTIVE AGREEMENTS

No collective agreements directly affect your terms and conditions of employment.

STAFF POLICIES AND PROCEDURES

The Fellowship Manager will be contractually obliged to comply with our staff policies and procedures, which may vary from time to time.

DBS AND SAFEGUARDING PROCEDURES

The Trust has a safeguarding policy in place. The Fellowship Manager will be required to pass an enhanced DBS check.

5. Application process

Submit the following via email to info@johnschofieldtrust.org.uk by the deadline below:

- An up-to-date CV of no more than two sides of A4 at 11pt font and with regular margins
- A covering letter of no more than one side of A4 also at 11pt font and with regular margins

Please outline any reasonable adjustments you may need in the application process in your email.

Please also fill out [our diversity monitoring form](#). The form is optional and will not be considered as part of your application.

Deadline for applications: 23:59 BST on Friday, 10 September 2021

Interview dates: we expect to interview from mid-September

Start date: as soon as possible

6. Final notes

As an organisation dedicated to social mobility and diversity, the John Schofield Trust aims to be an equal opportunities employer. The Trust does not tolerate direct or indirect discrimination based on age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

Due to the high volume of applications that we expect, the Trust will not be able to pass on any feedback to candidates not invited to interview. We apologise for any disappointment this may cause.

If you require any of the application materials in a more accessible format, or if you have any queries prior to the deadline, please contact info@johnschofieldtrust.org.uk.