

Job Title:	Global Fellowship Manager
Employment Type:	12-month fixed term, full-time (37.5 hours/week). We will also consider 0.8 FTE or secondment arrangements
Location:	Hybrid. In London office at least 3 days per week plus when meetings required. Flexibility for remote work and some international travel.
Salary:	£40,000 per annum
Reports To:	Senior Programme and Research Manager
Start date:	ASAP

Role Overview:

This is a unique opportunity to manage a high-profile international fellowship programme within a collaborative team, working with global cities, cultural leaders and partners from six continents.

The Global Fellowship is a new leadership programme launching in 2026, offered exclusively to World Cities Culture Forum partner cities. The Global Fellowship is co-founded with Dubai Culture and Arts Authority and will launch with a pilot cohort of fellows in 2026–27. The Global Fellowship offers a 5-month professional development programme tailored to 20 mid-career cultural leaders in city government.

The Global Fellowship is the first of its kind. It will grow civic leadership and support future generations of cultural policy leaders who are responsible for managing complex projects, networks and cultural ecosystems. The programme combines participation at the 15th World Cities Culture Summit (October 2026), online masterclasses by global leaders and experts, in-person residency in Dubai (January 2027) with key notes and practical learning, and individual mentoring by experienced leaders. The Fellows will gain leadership skills, advance a personal project connected to a strategic priority in their city and build a unique global peer network.

The Global Fellowship Manager will be responsible for delivering the Global Fellowship across multiple partners, ensuring stakeholder engagement and high-quality Fellow experience. This role will manage activities led by World Cities Culture Forum including recruitment, annual Summit attendance, and mentoring support. They will work closely with partners to deliver onboarding, online masterclasses and residency programme. The role will ensure a high standard programme and strong pilot evaluation informing future cohorts and long-term impact.

About World Cities Culture Forum (WCCF)

World Cities Culture Forum is the leading global network of civic leaders from over 45 creative cities across six continents, representing a population of over 260 million and 98 UNESCO World Heritage Sites. We are building a world where culture is at the heart of thriving cities. Our city network shares ideas and solutions to tackle 21st-century challenges, such as climate change, tourism, affordable workspace, and diversity in public spaces, by placing culture at the heart of city planning and investment.

Diversity Statement

We are committed to building a diverse and inclusive workplace where everyone feels valued and respected. We encourage applications from individuals of all backgrounds, including those from underrepresented groups. If you are excited about this role but don't meet every qualification, we still welcome your application. We value the unique perspectives and experiences that each individual brings, and we are committed to creating an inclusive environment where everyone can thrive.

Key Responsibilities

1. Programme and partnerships management

- **Project management:** Manage the delivery of the Global Fellowship where WCCF is the lead delivery including recruitment, summit attendance and mentoring ensuring clear communication, timelines and dependencies.
- **Financial Management:** Ensure programme is delivered to budget, keeping records, monitoring expenditure and regular reporting.
- **Partnership management:** Manage day-to-day relationships with key delivery partners, including Dubai Culture and Arts Authority, coordinating inputs across partners and internal teams on including on programme development.
- **WCCF Associates and Alumni:** Manage the engagement of WCCF Associates and Alumni in the design and delivery including mentoring, keynotes and masterclasses.
- **Collective decision-making:** Support collective decision-making by preparing information, coordinating inputs and tracking progress; managing a risk register identifying and escalating risks when required.

2. Communications and stakeholder engagement

- **Internal communications:** Act as the primary point of contact for cities and Fellows throughout the Fellowship lifecycle.
- **External communications:** with the Communications and Digital Marketing Manager, and Dubai Arts and Culture, coordinate external communications with key announcements, social media campaigns and programme storytelling.

3. Fellowship programme delivery

- **Recruitment and selection:** Manage recruitment and selection process of Fellows, including outreach and communication with cities, shortlisting and final selection panel.
- **Onboarding:** Coordinate Fellow onboarding and expectations-setting meetings in collaboration with delivery partners.
- **World Cities Culture Summit:** Coordinate Fellow participation at the World Cities Culture Summit (October 2026), including content development as well as co-ordinating travel, accommodation and other logistics.
- **Online and Residency learning programme:** Support the design and delivery of online masterclasses and residency programme elements, including engaging WCCF Alumni and Associates as keynote speakers.
- **Mentoring:** Lead the mentoring programme including recruiting and briefing mentors and matching them with Fellows. Support the co-ordination of the mentoring scheme.

- **Programme outputs:** Manage the collection and quality assurance of Fellow case study reports during and at the conclusion of the programme.
- **Post-Fellowship engagement:** Develop and implement a plan for engagement with Fellows as an ongoing peer support network following the programme completion.

4. Monitoring, Evaluation and Learning

- **Monitoring and evaluation:** Lead the monitoring and evaluation across all Fellowship components. Gather, analyse and synthesise evaluation data and feedback from Fellows across programme phases for future programme design.
- **Impact Reporting:** Manage evaluation and reporting for internal use, partners and funders including preparing a final impact report.

5. Future Fellowship development

- **Strategic support:** work with Senior Programme and Research Manager and colleagues on programme development informed by delivery experience, and evaluation data.
- **Knowledge capture:** Develop and maintain programme templates, delivery frameworks and documentation to support future delivery and scaling of the programme.

Person Specification

Essential

- Experience managing complex learning programmes e.g. fellowships, training, leadership or other professional development initiatives.
- Experience managing programmes involving multiple stakeholders and partners.
- Strong organisational skills, managing competing priorities and interdependencies.
- Strong interpersonal and relationship management skills, with the ability to work effectively with people from diverse disciplines, cultures, and backgrounds.
- Excellent communication skills and the ability to engage with diverse audiences.
- Strong attention to detail, including maintaining delivery plans, budgets, documentation and risk registers.
- Experience leading or coordinating monitoring and evaluation activities and using learning to inform programme improvement.

Desirable

- Experience working internationally and across different cultures.
- Experience working effectively in collaborative or matrix team structures.
- Experience in cultural policy, public policy, city governance or international development.
- Interest in or experience relating to culture, cities or the creative industries.
- Experience coordinating international events, travel or residencies.
- Experience facilitating workshops, roundtables or interactive learning formats.
- Working knowledge of a second language, particularly Arabic, French, Japanese, Korean, Mandarin, Portuguese or Spanish.

Please be advised that we are unable to provide visa sponsorship for this position. All applicants must possess the necessary right to work documentation in the UK.