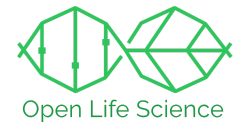


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Community Researcher and Programme Coordinator

For the job announcement, please [see this post online](#).

Open Life Science (OLS) is hiring a Community Researcher and Programme Coordinator. This position will help coordinate our cohort-based training and mentoring programmes and lead a research-based study to understand the long-term impacts of our work.

This is a grant-funded position for 18 months. You will work remotely for 17.5 to 35 hours per week, and the annual salary range is £30,000 to £40,000 with benefits, pro-rata for part time roles.

Organisational context

Open Life Science (OLS, <https://openlifesci.org/>) offers twice-yearly 16-week long cohort-based training and mentoring programmes that enable researchers to learn about, reflect on and integrate open science principles in their work.

Through the four iterations of the programme (OLS-1 to OLS-4 cohorts), OLS has fostered a supportive community of over 350 researchers and professionals who are mentors, experts and project leads (mentees) from each cohort. We are committed to delivering high quality training, mentoring and peer-based support to our community members. OLS graduates return to later cohorts as mentors, expert speakers, and call facilitators. Our alumni stay engaged in the programme by sharing relevant opportunities for networking, skills building, funding and knowledge exchange in open research.

Registered as a Non-profit Limited Company in the UK, OLS is managed entirely online and run by the Executive Director, Yo Yehudi and Co-Directors, Bérénice Batut, Emmy Tsang and Malvika Sharan.

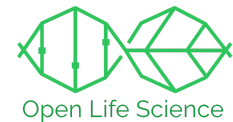
Position purpose

This role encompasses two areas of OLS' work: community research and programme coordination. The position is funded to carry out the activities as described in this 2-year grant from the Wellcome Trust's Open Research Fund: <https://doi.org/10.5281/zenodo.5267933>.

As a programme coordinator, you will support the leadership team and OLS community in administration and communication tasks essential to smoothly run each cohort and share information openly. You will engage members of the current cohort, connect with the current

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and past project leads/mentees and help improve the programme through a regular feedback process.

As a community researcher, you will help to carry out peer-reviewed research to understand transformational effects of open research training and mentoring interventions in researchers' local contexts. This research will be conducted in collaboration with the OLS core team members.

5-10% of this position will be allocated to supporting other open projects collaborating with OLS. One project that you will be working with in the coming months is Open Hardware Makers (OHM, <https://openhardware.space>). OHM is a program based on the same principles and values as OLS, that provides cohort-based training and mentoring for open hardware developers worldwide. You will also have an opportunity to support an open project of your choice/personal interest in the future.

Key responsibilities

Programme coordination and operational tasks include

- Sharing a recap of the week's activities (such as a summary of cohort calls, links to assignments and mentor call reminders) with cohort members
- Inviting and following up with expert speakers
- Coordinating and working with facilitators to prepare for and document cohort calls
- Sharing and encouraging the sharing of research-related information and opportunities (funding, fellowships, events, and projects) with the OLS community in our Slack space
- Checking in with participants, mentors, experts and facilitators, actively inviting feedback and surfacing questions and concerns to the OLS leadership team
- Regularly communicate project updates via newsletters, Slack workspace and social media

Research tasks include

- Scope and identify research questions to assess the long-term impact of OLS's programme on graduates and their local communities
- Develop and openly share a project roadmap, timeline and progress for the research via GitHub
- Follow ethical guidelines and best practices for working openly and reproducibly with code and data. This will include, but is not limited to, applying for ethical approvals, setting up a data management plan, processing and analysing data collected, maintaining transparency in the method selection and communication, and ensuring data protection for sensitive information.
- Design [monitoring and evaluation](#) questionnaire and conduct interviews with OLS graduates

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- Invite community feedback and participation throughout the duration of the research
- Integrate observations and findings from their research in improving the governance and workflow of OLS
- Regularly communicate study progress and output, through opportunities such as participating in community events, co-authoring preprints, sharing monthly reports.

Key selection criteria

- [Essential] Some experience in qualitative research or research-adjacent roles required: this could be via working in a research group, a research support role, gaining a postgraduate degree, an undergraduate research project/internship, or other equivalent experience.
- Highly organised with the ability to document actions and processes, translate objectives into specific tasks, and prioritise and assign/delegate tasks.
- [Essential] Familiarity with working on open projects (this could be open source, open research, or other openly shared collaborative work).
- [Essential] Ability to learn high-level complex concepts quickly
- [Essential] Dedicated to open, trusting, and collaborative work; and understanding the importance of communication for that kind of work environment.
- [Desirable] Ability to work independently
- [Desirable] Ability to handle an ambiguous and constantly changing environment
- [Desirable] Experience with, or ability to quickly learn:
 - Git or other version control
 - Google Docs and Sheets, or similar productivity suites

Flexible working location and hours

OLS is committed to providing a nurturing and flexible work environment. This job will be fully remote, and we are happy to consider applicants from any country, although ideally 1-2 of your working hours or more would overlap with the OLS leadership team, who are based in the UK and Europe. Non-UK applicants may need to be hired as a contractor and manage tax/benefits themselves in their home country, in which case your base rate of compensation will be higher to cover overheads and benefits.

We are happy to consider job share applications or part-time applications. Our base contract assumes around 35 hours a week as a full-time role, with the option to start/end and work at times that are flexible and work for you.

Benefits and salary

If the successful candidate has the right to work in the UK and is based in the UK (where OLS is registered as a company), we will offer:

- £30,000 to £40,000 GBP per year salary, depending on experience

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- the option of an OLS-sponsored co-working space in an office of your choice, up to a maximum of £400 GBP/month in the UK, or a local equivalent that is agreed by all parties.
- Costs to cover full home office setup (desk, chair, computer/laptop, peripherals).
- 30 days of annual leave, plus Bank Holidays or a local cultural/national equivalent.
- 5% employer pension contributions.
- Private healthcare plan

If the successful candidate is based outside the UK, we will work to offer the best equivalent options available in compliance with local and international labour laws, or equivalent pay as a contractor to allow these benefits to be purchased locally.

How to apply

Please send a CV (1-4 pages) and cover letter (500-750 words) stating why you're interested in this position and why you'd be an appropriate candidate to jobs@openlifesci.org.

Interviews will take place via Zoom. When needed, assistance will be provided to attend the interviews (i.e. a month of high-speed internet, webcam, or headset costs).

Job Closing date: 20 March 2022

We plan to interview candidates within 4 weeks of the closing date.

OLS is an employer that recognises that experience can be more about opportunity than ability. We aim to identify talented individuals who may not have been given the opportunities of their peers due to the cumulative effects of discrimination on factors such as race, gender, disability, gender identity, and the intersectionality of that discrimination.

Note: If you like the scope of this job but are unsure if your profile fits this role - please apply anyway. We are very happy to be contacted for general queries, please email jobs@openlifesci.org. You can also book a call with the Executive Director, Yo Yehudi, for specific questions about this vacancy: [book a 15-minute chat](#).

We celebrate diversity and are committed to creating a safe and inclusive environment for all employees. If you feel that the description of this role has not matched up to the commitment of these ideals, please let us know via jobs@openlifesci.org, or contact one of the OLS co-founders directly - one of (Yo, Bérénice, Emmy, Malvika) at openlifesci.org. The OLS Code of Conduct can be found here: <https://openlifesci.org/code-of-conduct>.

Acknowledgement: OLS would like to thank Alex Kutschera, Andre Chagas, Anelda van der Walt, Hao Ye, Jez Cope, Julieta Arancio, Mallery Freeberg, Manuel Spitschan and Rowland Mosbergen for their thoughtful contribution to this job description.