

BIOSCI TOOLKIT CIC

MENTORSHIP SCHEME LEAD

About BioSci Toolkit

At BioSci Toolkit CIC, our mission is to break down barriers to science, champion representation, and create accessible pathways for the next generation of STEM leaders. Through mentorship, skills development, community building and career support, we empower students and early-career professionals from black, mixed and global majority backgrounds to thrive and lead with confidence.

We are a remote-first organisation operating primarily in London, with a growing national reach. As we continue to expand our impact, we are looking for passionate individuals who share our vision of a more equitable and inclusive STEM sector. While these positions are currently voluntary, we are actively building for long-term sustainability and growth, with genuine potential for roles to transition into paid opportunities as funding and organisational capacity develop.

Joining BioSci Toolkit is an opportunity to contribute to meaningful change, shape the future of the organisation, and help create a STEM community where everyone can belong, succeed and be seen.

Location:

Remote (Mainly London / National)

Commitment:

Approx. 4-5 hours / week

Compensation:

Volunteer (with future paid scope)

Overview

We are looking for an organised, person-centred and strategic leader to oversee and manage the BioSci Future Leaders Mentorship Scheme. This crucial initiative connects aspiring scientists from underrepresented backgrounds with industry and academic professionals. You will be the central driving force behind the scheme's structure, matching process, cohort community, and overall success.

Key Responsibilities

- **Programme Management:** Oversee the end-to-end delivery of the mentorship cohort cycle (including recruitment, strategic matching, and framework milestones).
- **Relationship Management:** Serve as the primary, supportive point of contact for both mentors and mentees, cultivating a safe and engaging ecosystem.
- **Delivery & Workshops:** Coordinate, schedule, and facilitate remote briefing sessions, midway check-ins, and closing events.
- **Impact Tracking:** Gather evaluation metrics and narrative feedback to measure cohort success and suggest continuous program development.

About You

- Strong organisational and project management skills (you thrive on structural clarity, spreadsheets, or collaborative tracking tools).
- A deep, active commitment to equity and inclusion, with an understanding of the systemic barriers faced by black, mixed and global majority students in STEM.
- Strong communication and facilitation skills—comfortable running live online meetings and crafting warm, professional communications.
- Prior experience in mentorship administration, teaching, community coordination, or student leadership is highly valued, but your drive and consistency matter most.

Why Volunteer With Us?

- **Real Impact:** Directly contribute to diversifying STEM and empowering underrepresented voices.
- **Growth & Future Paid Scope:** Be at the front of the queue for upcoming paid roles as our CIC expands funding avenues.
- **Community:** Join a passionate, vibrant network of scientists, creatives, and changemakers.
- **Flexibility:** 100% remote working that respects your existing studies, work, or lifestyle commitments.

How to Apply

To apply, please complete the form on REACH platform and if your application is shortlisted, we will contact you to arrange an interview.

BioSci Toolkit CIC is an inclusive employer. We actively encourage applications from Black, Mixed, and Global Majority backgrounds, as well as individuals from other underrepresented groups in STEM.