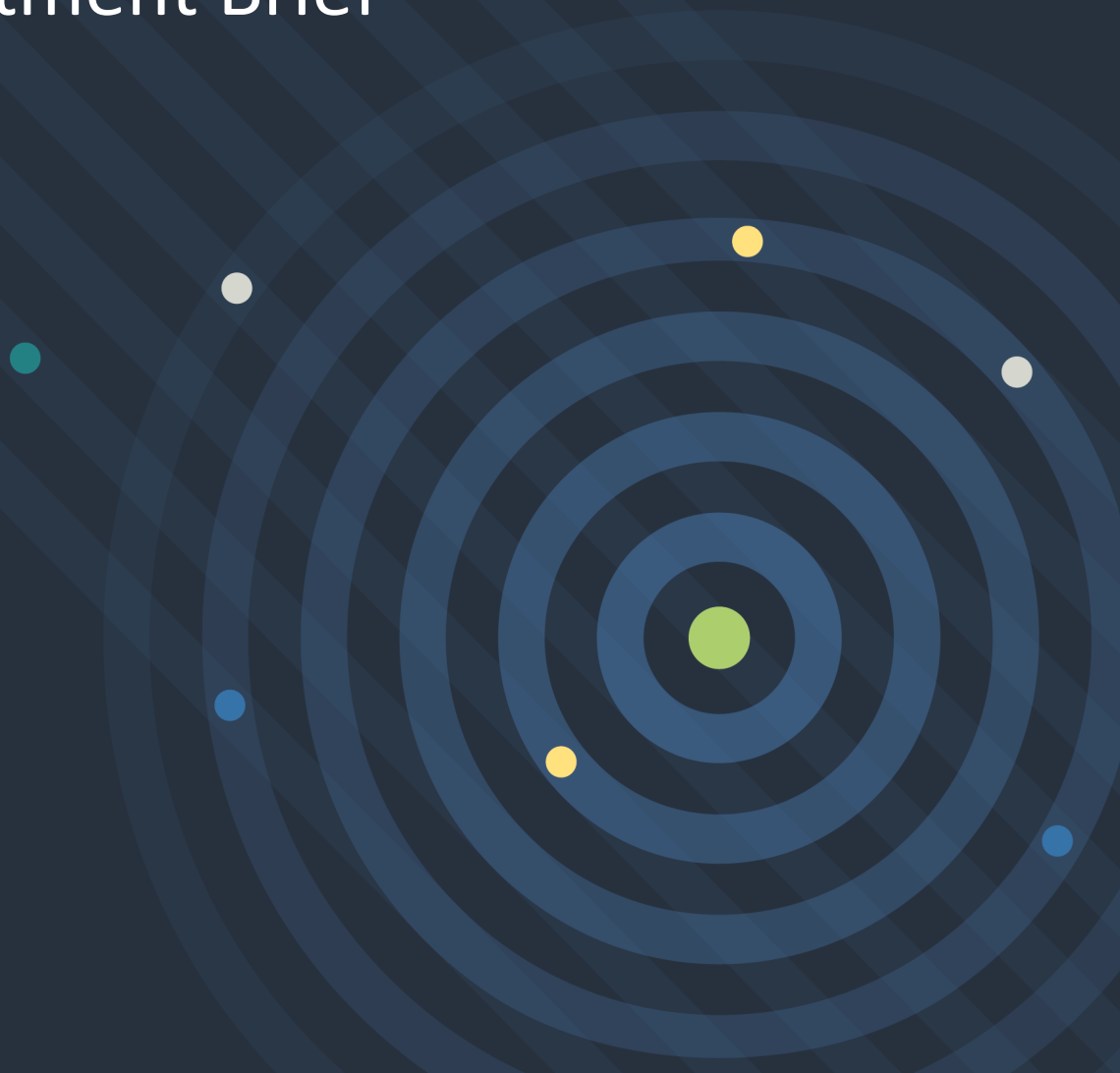


# Attenti

Executive Recruitment Services

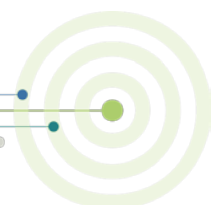
## The Foundation for Science and Technology

Chief Executive  
Appointment Brief



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## Introduction from the Chairman

Thank you for your interest in becoming the Chief Executive of The Foundation for Science and Technology. The Foundation plays a vital role in the promotion and development of policy in the scientific, engineering, technological and medical spheres, and in supporting future leaders in the UK science and technology ecosystem.

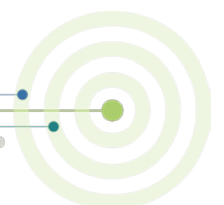
After a successful tenure of seven years, the current Chief Executive will be standing down in March 2026. We are therefore seeking to appoint a new Chief Executive who will take the Foundation forward to and beyond its 50<sup>th</sup> Anniversary year (2027). We are looking for someone to continue our programme of high-quality science policy events and to lead the Foundation Future Leaders scheme, together with developing and delivering new initiatives within the Foundation's mission to bring together policy, research and industry.

To be successful you will have a professional background within the scientific, engineering, technological or medical spheres – from industry, from research or from the public or charitable sector. You will have a strong understanding of the way learned societies, think tanks, research organisations, universities, government and industry interact and develop policy. A natural networker with exceptional communication skills, you will have the ability to convene, inspire, inform and engage a wide range of audiences. Hands on experience of event management is a must, as is the ability to manage people and money.

I do hope that having read through the information pack, you will decide to apply.

Yours sincerely

**Rt Hon the Lord Willetts FRS**  
**Chairman**



## Background

The Foundation for Science and Technology is a UK charity, providing an impartial platform for debate of policy issues that have a science, research, technology or innovation element. Established in 1977, the Foundation brings together Parliamentarians, civil servants, industrialists, researchers, learned societies, charities and others.

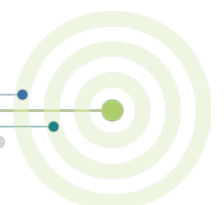
The Foundation has three major areas of activities. The first is the delivery of discussion events – both large open events and smaller round tables - bringing together government, Parliament, industry and the research community, in areas where science, technology and innovation intersect with policy, regulation and public expenditure. In recent years, the events have explored specific government initiatives (such as the Industrial strategy), the opportunities and challenges of rapidly changing technology (e.g. AI and quantum technologies), how science and technology can help to deliver net zero, and structural issues within the UK science ecosystem, such as EDI, technical skills and research culture.

The second major activity is the Foundation Future Leaders programme, an annual scheme bringing together a cohort of some 35 early- to mid-career professionals from the civil service, industry and the research community. Over 12 months, a series of events, meetings and visits are organised for and with the cohort, breaking down silos and building knowledge of the UK science and technology ecosystem, as well as offering mentoring and skills development for participants.

Our last key deliverable is governance advice to learned and professional societies, an activity delivered by our specialist Learned and Professional Societies officer.

Supplementing these three key areas of delivery, the Foundation publishes a regular Journal, records podcasts, publishes blogs and is active in social media, communicating the outcomes of our various activities.

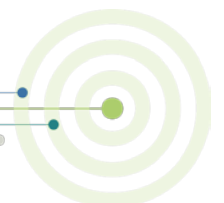
In governance terms, the Foundation is a Charitable Incorporated Organisation, and is overseen by a Trustee Board, who are accountable for all of the activities of The Foundation. An Advisory Council with senior figures from UK science and technology provides strategic advice and challenge. Both the Trustee Board and Advisory Council are chaired by Lord (David) Willetts. The Foundation is funded by a mixture of membership subscriptions, event sponsorship and grants. It has four staff.



## Role Profile

### Key Responsibilities

- To identify key topics and speakers for the Foundation's discussion events, and oversee the delivery of high quality, well-respected and influential events
- To lead the Foundation Future Leaders programme – recruiting an annual cohort of early-career professionals and developing and delivering a series of meetings and events for them, alongside mentoring and advice
- To network extensively, building and maintaining support for The Foundation's activities
- To identify and secure sponsorship, grants and commercial opportunities to ensure the Foundation's continued funding
- To lead, support, inspire and motivate a small, highly capable and dedicated team
- To maintain a broad awareness of current developments in science and technology and in relevant policy areas, and of the principal personalities and their possible influence or contributions
- To be the day-to-day public face of The Foundation
- Build, develop and sustain effective relationships and partnerships across different sectors
- To manage The Foundation efficiently and cost-effectively in accordance with an annual budget agreed with the Trustee Board
- To lead on all aspects of operational financial management, including budgeting, forecasting, audit and risk.
- To ensure and oversee effective communication of the Foundation's activities via the Journal, podcasts, social media and other routes
- To review and develop our internal systems and processes
- Report regularly to the Trustee Board on the status and progress of The Foundation in relation to strategic aims and objectives



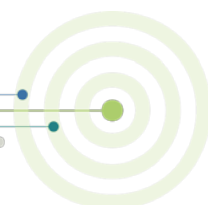
## Person Specification

You should be able to demonstrate and provide evidence of your ability to meet the criteria listed under Part One within your written application. These will be tested further at the informal and final stages, along with the criteria listed under Part Two.

The successful candidate will be able to give evidence of the following;

### Part One

- A successful professional background within the scientific, engineering, technological or medical spheres
- Significant experience of promoting and developing science and technology research and policy formulation at the highest level
- A strong understanding of the way learned societies, think tanks, research organisations, universities, government and industry interact and develop policy
- Exceptional communication skills, with the ability to convene, inspire, inform and engage a wide range of audiences
- Significant experience of networking, developing and maintaining successful collaborations and networks with a wide range of partners
- Exceptional advocacy skills, with successful experience of engaging and influencing a wide range of decision makers, opinion formers and thought leaders
- Hands on experience of event management
- A sophisticated understanding of governance with experience of working effectively with trustees/non-executive directors
- Experience of developing a compelling vision, strategy and business plan
- Effective and proven people management skills with the ability to inspire and motivate
- Experience of publishing and disseminating information as well as a strong grasp of the media (Mainstream and Social)
- Entrepreneurial outlook with experience of securing sponsorship, grants and developing commercial opportunities
- Financial literacy with experience of setting and managing budgets
- Strong IT skills



## Part Two

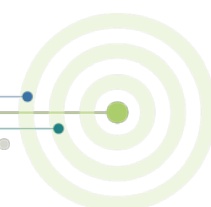
- Intellectually robust with a wide and varied hinterland
- Attention to detail
- Capacity to reach varied audiences including young professionals and the public
- Authenticity, with a high level of emotional intelligence and political sensitivity
- Persuasive, with strong negotiating and influencing skills
- Resilience, with the ability to handle tensions and conflicts
- The ability to quickly assimilate, prioritise and summarise complex information

## Terms and Conditions

- This is a permanent role offered on a flexible basis
- Salary up to £100k pa (Expected 0.8 FTE) depending on experience
- Annual leave of 25 days (pro rata)
- The Foundation's office is currently based at 22 Greencoat Place, London, SW1P 1DX (some hybrid working will be possible, if desired)

## Recruitment Timetable

Sunday 2 <sup>nd</sup> November	Closing date for all applicants
w/k 10 <sup>th</sup> and 17 <sup>th</sup> November	Informal meetings between the candidates and one or two trustees
w/b 24 November	Final Panel Interviews



## How to Apply

If you are interested in applying for this role, please do so via the following website:

[www.attenti.co.uk/FSTCEO](http://www.attenti.co.uk/FSTCEO)

Please ensure you provide the following:

- A comprehensive CV including details of your achievements in each role (no more than three pages). Please ensure it contains your email address and mobile phone number. Please DO NOT attach your academic bibliography.
- A written supporting statement, outlining your suitability, providing evidence of the criteria within the person specification and your motivation for becoming the Chief Executive of the Foundation for Science and Technology.
- Please note CVs sent without a written supporting statement will not be considered.
- Details of two referees, one of whom should be with regard to your current or most recent role and let us know whether you would be happy for us to contact them as part of the process. Referees will not, of course, be contacted without your prior consent.

Please ensure that you indicate in your application any dates when you will not be available, or where we might have difficulty in contacting you.

All applications will be acknowledged. Attenti will respect the privacy of any initial approach or expression of interest in this role, whether formal or informal.

**Please let us know of any accessibility accommodations you may require.**

Closing date for all applications is **Sunday 2<sup>nd</sup> November 2025**

