



King's Commonwealth Fellowship Programme

Call for 2x KCFP Regional Engagement Lead (Caribbean; Pacific)

Introduction

The Association of Commonwealth Universities (ACU) is seeking staff members at ACU member universities in Caribbean and Pacific countries classified as Small Island Developing States (SIDS) (henceforth 'SIDS') to support the design and delivery of the King's Commonwealth Fellowship Programme (KCFP).

Sponsored by His Majesty King Charles III, KCFP is an ambitious three-part scholarship and fellowship scheme that aims to deliver both immediate and long-term transformational impact with SIDS.

KCFP will support the strengthening of the resilience of SIDS by SIDS to respond to environmental and related crises while simultaneously addressing long-term development challenges. The programme will include:

1. **150 Climate resilience fellowships:** to support mid-senior career professionals working on the frontline of climate change to develop their knowledge and understanding of climate resilience and broader environmental issues, develop skills and acquire practical tools to respond to and build long term resilience against current climate crises with **near-immediate effect**, as well as broadening their regional networks and opportunities to influence internationally.
2. **80 undergraduate scholarships:** to address significant capacity challenges in key education and healthcare sectors in SIDS by incentivising participants to remain in country to help meet **medium-term** skills shortages.
3. **20 part-time in-country PhDs:** to upskill university academic staff and 'train the trainers' of future generations of researchers and key workers within sectors vital to the economies and future well-being, resilience, and prosperity of SIDS, building **long-term sustainable capacity** in country and meeting local needs and priorities

KCFP will be delivered by the ACU in collaboration with its members and partners based in SIDS.

Throughout 2025 and 2026, the three programme strands are being designed both concurrently and sequentially. The PhD pathway is now live. Design of the climate resilience fellowships is underway with a planned launch in February 2026. Design of the undergraduate pathway will begin in late-2025 with launch planned for 2027.

The ACU is seeking Regional Engagement Leads to support the design and delivery of all three programme strands, with a particular focus on the climate resilience fellowships. The postholder will be contracted for an initial 12 months with an opportunity for extension subject to funding.

Overview of KCFP Regional Engagement Lead role

The postholder will have the following responsibilities:

1. Contribute to the KCFP Climate Resilience Fellowships design
2. Support delivery of the KCFP Climate Resilience Fellowships
3. Promote the KCFP to raise the profile of the initiative in the region
4. Support planning and delivery of KCFP Undergraduate pathway
5. Support delivery of KCFP PhD pathway in the region

Scope of work (12 months)

Role	Responsibilities	Indicators	Estimated time input (days)
1. Contribute to the KCFP Climate Resilience Fellowships design	1.1 Participate in design meetings and consultation with external stakeholders	1.1.1 To have attended bi-weekly design meetings until February 2026 1.1.2 To have participated in at least five remote or in-person consultations by February 2026	8
	1.2 Review planning documentation and providing feedback	1.2.1 Review and feedback on the fellowship learning design iterations between September 2025 and February 2026	
	1.3 Connect the programme to relevant stakeholders	1.3.1 To have facilitated engagements with at least six organisations in the first six months of contract	
2. Support delivery of the KCFP Climate Resilience Fellowships	2.1 Contribute to content design and delivery	2.1.1 Provide and deliver content for one or more Modules in 2026, as part of a wider training delivery team managed by the ACU	24.5
	2.2 Support administration of in-person events	2.2.1 To have attended and supported delivery of one in-person residential week in 2026 in collaboration with the ACU	
	2.3 Coordinate cross-cohort engagements with regional events and policy forums	2.3.1 In collaboration with programme participants, to have begun coordination of one engagement with a regional event and/or policy forum for 2026	
3. Promote the KCFP to raise the profile of the initiative in the region	3.1 Actively seek out relevant stakeholders and events	3.1.1 By July 2025, to have developed a stakeholder map of at least 20 relevant organisations, covering regional governmental bodies, academic, business and NGO sectors	4.5

		3.1.2 By September 2025, to have identified key events for the programme to engage with from 2025 to 2030	
	3.2 Network with relevant stakeholders	<p>3.2.1 To have invited one key stakeholder to contribute to KCFP Community of Practice within the first 12 months</p> <p>3.2.2 To have attended one regional event in 2026 to represent the programme</p>	
4. Support planning and delivery of KCFP Undergraduate pathway	4.1 Participate in design meetings and consultation with external stakeholders	<p>4.1.1 To have attended monthly design meetings from October 2025 until end of contract</p> <p>4.1.2 To have supported up-to five remote or in-person consultations by end of contract</p> <p>4.1.3 To have provided written and oral feedback provided on undergraduate programme design iterations</p>	7
	4.2 Connect the programme to relevant stakeholders	4.2.1. To have established connections to 5 academic, 5 government and 3 industry stakeholders in 2025/26 in the region	
5. Support delivery of KCFP PhD	5.1 Support administration of	5.1.1. To have established working relationships with	4

pathway in the region	this pathway through effective stakeholder management	PhD candidate support team (academic and administrative) 5.1.2. To have facilitated online meetings for ACU team with key administrative colleagues where necessary.	
Estimated total number of days in first 12 months			48

Eligibility

In order to be eligible for this post, you must be an employee of an ACU member university based in a Commonwealth Caribbean- or Pacific-based SIDS at the time of application:

- Check [here on the ACU website](#) for the up-to-date list of ACU member
- See Appendix 1 (Page 6 of this document) for list of eligible countries

ACU reserves the right to request evidence of employment status, if appropriate and necessary to do so.

At ACU, we do not just accept difference — we celebrate it, we support it, and we thrive on it for the benefit of our employees, our services, and our community. ACU is proud to be an equal opportunity workplace and encourages applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Time input, salary, and contractual arrangements

The postholder is expected to commit approximately one day per week (20% Full-time Equivalent) to the position. The day rate for this position in Year 1 is GBP 225 (inclusive of all taxes).

The postholder will be contracted as an ACU consultant for an initial 12-month period with the opportunity for extension subject to funding.

The postholder is expected to begin the post in July 2025.

ACU support

The post will report to the ACU Senior Programme Manager and supported by the ACU programme administration team to deliver all responsibilities.

How to apply

The following application documents are required:

1. A cover letter (up-to 2 A4 pages) that includes:
 - a. Details of the applicant's motivation for participating in this programme in this role
 - b. Details of the applicant's ability to provide administrative support to the programme via their position within their university
 - c. Details of the applicant's academic expertise
 - d. Details of the applicant's experience developing and delivering training/learning modules
 - e. Details of the applicant's regional network relevant to the programme aims
2. A Curriculum Vitae (CV) (up-to 2 A4 pages plus publication list)
3. Contact details of two referees

Submit applications to info-kcfp@acu.ac.uk by 15:00 UTC on Wednesday 4th June 2025 with the subject header 'Application - KCFP Regional Engagement Lead'.

Shortlisted applicants will be expected to participate in a remote interview via a virtual meeting platform tentatively scheduled for the week commencing 23rd June 2025.

Evaluation criteria

1. Motivation for applying
2. Administrative capability
3. Academic expertise
4. Training/teaching experience
5. Existing networks

If you have any questions, please email info-kcfp@acu.ac.uk with the subject header 'Enquiry – KCFP Regional Engagement Lead'.

Appendix 1. Eligible Countries

Caribbean and Americas: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent and Grenadines, Trinidad and Tobago

Pacific: Fiji, Kiribati, Nauru, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu