Job title | Programme Director, Executive Education
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Grade | 10
Salary range | £54,765 – £58,089
Staff Group | Academic Related (Unestablished)
Portfolio | Education
Institution | University of Cambridge Institute for Sustainability Leadership

### Role Summary

We are seeking a talented Programme Director with the credibility, drive and skills to lead our dynamic and fast-paced Executive Education Programme, which works with influential organisations to develop opportunities for leadership and to build practical approaches to driving change. The Programme Director is an outstanding individual with instant credibility amongst senior executives who is highly motivated to address the challenges facing business and government leaders operating within the boundaries of a finite planet.

CISL is a globally influential institute within the University of Cambridge, working with leaders to build a sustainable economy. Through focused collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for people and the environment – in short to deliver the UN Sustainable Development Goals. HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives, including our flagship executive education programmes, collaborative platforms and our vision to ‘rewire the economy’.

This is an exciting role for someone to take responsibility for developing and delivering an expanding portfolio of work of business-relevant programmes and services in the UK and internationally. The role holder will help fulfil CISL’s mission through the generation of growth- and reputation-enhancing opportunities, key relationships, influence and impact at a range of levels.

The Programme Director works with high-level executives including international CEOs, Government Ministers, Board members and senior functional staff (including HR, strategy, finance, marketing and sustainability) to deliver CISL’s work. He/ she also works with delivery partners across CISL’ international markets, including the Middle East and China, and CISL Fellows and Senior Associates, who support and contribute to the delivery of programmes and services.

The Programme Director develops and delivers new and existing products and services in accordance with market needs and the strategic objectives of CISL. The Programme Director further establishes good relationships with potential clients and builds relationships with existing clients. On this basis, the Programme Director secures funding for the creation and delivery of sustainability leadership programmes and other services, and directs the delivery of these programmes by colleagues in the Executive Programmes team. The Programme Director will also be required to an active participatory role, for example by chairing programmes, presenting substantive content, facilitating dialogues between groups of senior leaders, and analysing and preparing reports of the findings.

The Programme Director works under the direction of the Portfolio Director of International Programmes and in close collaboration with senior colleagues within CISL. The Programme Director will share in the general responsibilities held by all Programme Directors and will, in addition, have responsibilities specific to their portfolio of programmes.
Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable.

Business development, research and product development

- Maintain awareness of best practice in learning, leadership and change in organisations and an understanding of critical sustainability issues facing senior leaders, and apply these to inform the content and structure of existing and new products and services.

- Lead the design of detailed products and services for individual clients as required.

- Develop new relationships with senior executives in private and public sector organisations in order to understand the needs of potential clients / partners, and extend the scope of current products and services.

- Develop innovative products and methodologies to create new markets for CISL’s services and meet the need of existing and potential clients.

- Prepare for bids and proposals to secure new business and funding.

- Initiate, design and conduct applied research programmes to enhance CISL’s understanding of learning, leadership and change in organisations, and apply this understanding to the development of new products and services if and when required.

- Secure income from clients and sponsors in accordance with CISL’s strategic objectives and budget.

- Publish and / or present on issues of learning, leadership and change in organisations to enhance CISL’s knowledge and reputation in this field, and to develop relationships with potential clients and partners.

Project management and delivery

- Develop delivery plans for individual products and services, including marketing and operational activities, and communicate these plans to the teams responsible.

- Manage the delivery of products and services, including the direction of Programme Managers in delivering the programmes for which they are responsible.

- Provide high-level contribution to products and services including facilitation, content, analysis and report writing.

- Create for approval and monitor budgets for new and existing projects as part of the development and / or delivery process, and account for variance.

Business strategy

- Contribute to the development of CISL’s strategy and business plan by identifying market needs and the potential contribution to these needs of new and existing products and services.
• Contribute to the review of CISL’s strategy by advising on impacts of products and services under their leadership.

Marketing and communications

• Develop and oversee marketing and communications plans for products and services under their leadership.

• Contribute to marketing and communications materials as appropriate based on findings from conduct of action research, products and services.

• Contribute as appropriate to market research and sector analysis.

External relations

• Represent CISL where appropriate, through participation in public events and meetings.

• Initiate and develop high-level external contacts to support CISL’s strategy and business plan.

• Initiate and develop contacts within the University to support CISL’s strategy and business plan.

• Respond to external queries and communications about CISL and its projects.

Internal systems

• Comply with established financial management and reporting systems within own area of activity.

• Provide management and financial information on agreed areas of the business plan, and report on variances. Accountable for variations in financial and management information reports (budgets v actual).

• Contribute towards the development of CISL's financial management and reporting systems as required.

• Comply with academic and operational quality control systems and procedures as appropriate within own area of activity.

• Line and supervisory management.

• Contribute to the staffing strategy for relevant teams within CISL.

• Manage relevant teams or individuals within CISL and the contribution of external contractors.

• Complies with National, University, and CISL Health and Safety, Environmental and GDPR regulations, procedures and policy.

General

• Is prepared occasionally to work weekends and evenings, and to travel abroad if required.
- Participates in staff and planning meetings as required.
- Undertakes general administrative tasks as required in support of CISL's work.

## Person Profile

This section details the knowledge, skills, and experience we require for the role.

### Education & qualifications
- Qualification in relevant field to a degree level or equivalent.
- Experience of working in fields related to sustainability issues and having an understanding of how these affect leadership in organisations, particularly business.
- Experience of working with senior leaders from business and government, especially in delivering products and services.
- Ability to identify potential business opportunities and turn them into active revenue generating projects.
- Experience of working in a fast-paced pressured environment as part of a project team.

### Relevant experience
- Strong analytical skills with excellent attention to detail.
- Proven ability to manage dynamic teams.

The following attributes are desirable:
- Experience in facilitating groups of executives in an education or sustainability related area.
- An active network of contacts within the field of leadership development or sustainability.
- Experience of use of research and evidence in driving business learning and innovation.

### Interpersonal & communication skills
- Excellent relationship skills and a proven ability to build, grow, and maintain relationships with key leaders.
- Excellent written and oral communication skills, highly proficient in spoken and written English.
- Experience in public speaking and presenting.
- Understanding of project management and relationship marketing techniques.
High level of competence across standard software packages.

The following attributes are desirable:

- Ability to speak other languages.

### Additional requirements

- A demonstrable interest in sustainability and committed to the values that underpin CISL’s work.
- Ability to travel internationally if required.

### Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>CISL Cambridge, 1 Trumpington Street, Cambridge, CB2 1QA, UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>Full time</td>
</tr>
<tr>
<td>Hours of work</td>
<td>There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.</td>
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<tr>
<td>Length of appointment</td>
<td>Permanent</td>
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<tr>
<td>Probation period</td>
<td>9 months</td>
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<tr>
<td>Annual leave</td>
<td>Full time employees are entitled to annual paid leave of 33 days, plus public holidays. 3 days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.</td>
</tr>
<tr>
<td>Pension eligibility</td>
<td>You will automatically be enrolled to become a member of the Universities Superannuation Scheme (USS). For further information please visit: <a href="http://www.pensions.admin.cam.ac.uk/">www.pensions.admin.cam.ac.uk/</a></td>
</tr>
<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for Unestablished Academic Related staff</td>
</tr>
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### Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see http://www.jobs.cam.ac.uk/right/have/).

### Application Process

To submit an application for this vacancy, please click on the link in the ‘Apply online’ section of the advert published on the University’s Job Opportunities pages. This will route you to the University’s Web
Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk

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**General Information**

**The University of Cambridge Institute for Sustainability Leadership**

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges. Capitalising on the excellent, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms and groups.

Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

Our aim is to help influential individuals, major organisations and whole sectors work more effectively and strategically to address critical sustainability challenges and achieve paradigm shifts. Across complex and connected issues, we help leaders to develop strategies that reconcile profitability and sustainability and to work collaboratively with their peers to not only develop solutions to shared challenges but also catalyse real systems change.

We operate from offices in Cambridge, Brussels and Cape Town and we deliver projects on the ground in Europe, Africa, North and South America, Asia and Australia. CISL has a leadership network with more than 6,000 alumni from leading international organisations.

**The University of Cambridge**

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow. The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources in both widening access and financial support.

The 31 Colleges are self-governing, separate legal entities that appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.
The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html that we hope you will find helpful.

What the University can offer you

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing
The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

**Pay and benefits**

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to donate to charity.

**Relocating to Cambridge**

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

**Equality & diversity**

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: [http://www.equality.admin.cam.ac.uk](http://www.equality.admin.cam.ac.uk/

**Development opportunities**

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

**Equality of Opportunity at the University**

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post.
We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

**Information if you have a Disability**

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at [http://www.admin.cam.ac.uk/offices/hr/staff/disabled/](http://www.admin.cam.ac.uk/offices/hr/staff/disabled/).

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact the CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on [human.resources@cisl.cam.ac.uk](mailto:human.resources@cisl.cam.ac.uk).