Role-specific information

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) works to build the leadership capacity necessary to tackle critical global challenges. CISL has a subsidiary branch based in Brussels, known as Cambridge Institute for Sustainability Leadership (Belgium).

The Policy Team, based in Brussels, works at the European Union (EU) and international levels to deliver influential projects that include The Prince of Wales’s Corporate Leaders Group (CLG) (a founding member of the We Mean Business Coalition) and the EU Green Growth Platform. The team plan for international expansion of their work. The team’s mission is to bring business leaders and policy makers together to accelerate action on climate and sustainability issues, by drawing on business experience and thought leadership from the University of Cambridge and other experts to inform the debate and influence the speed and direction of policy.

The purpose of this role is to build and maintain relationships with policy makers, politicians, diplomats, academics and senior business representatives in order to bring them together for fruitful impact on policy development. This requires contributing to strategy development, managing and developing projects, events and outreach and working with senior contacts (including policy makers, business leaders and academic experts). The Programme Manager will manage and contribute to the development of key thought leadership under the direction of senior team members to deliver the team’s mission.

The Programme Manager will help to identify new areas of interest to engage in, develop relationships with key funding organisations and work with colleagues to support the team’s work and ensure CISL is adding value to European policy discussions.
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.

Managing platform development, delivery and evaluation

- Designs strategies for delivery of platform activities, which includes market analysis, outcomes and appropriate means of delivery and indicators of success.
- Manages the development, delivery and evaluation of a portfolio of programmes/platforms to high quality standards, generating real impact on time and within budget.
- Creates for approval, manages and plans budgets for activities within the portfolio as part of the development and delivery process. Manages delivery within budget and accounts to the Directors for variances.
- Manages the CISL project team responsible for delivering activities within their portfolio.
- Manages relationships (including contracts, briefings and ongoing liaison) with programme/platform delivery partners.
- Manages the production of platform reports and publications.
- Designs and manages the delivery of events to an excellent standard.

Business development and fundraising

- Supports the identification of areas of interest, with a good knowledge of relevant debates around policy and business practice in order to design effective and attractive new activities.
- Responsibility for developing and maintaining good relationships with key stakeholders, including policy officials, business representatives, academics, funders, experts and other organisations working in the same area, referring to Directors as appropriate.
- Has an awareness of developments in relevant market sectors and subject areas to ensure CISL’s existing platforms remain current.
- Develops existing relationships in order to extend the scope of current platforms within their portfolio as well as across the wider team.
- Develops sponsorship and fundraising proposals to support existing platforms within own portfolio. Takes responsibility for implementing the strategy and manages selected sponsorship relationships.
- Supports the preparation of bids and proposals to secure new business and research funding.
- Designs, manages and conducts, in consultation with senior colleagues, stakeholder-based research in appropriate areas. This includes working with an academic research partner or
partners, where appropriate.

**Marketing and corporate relations**

- Helps develop CISL’s marketing and corporate relations strategy with regards to their own portfolio of work.
- Commissions, reviews and approves (with reference to the Director as appropriate) marketing and communications strategies for their own platforms. This includes monitoring progress and ensuring delivery.
- Undertakes direct responsibility for specific client relationships.
- Represents CISL through participation in external events and meetings to raise the profile of CISL and its products and services.
- Initiates and develops external contacts to support CISL’s strategic objectives.

**Processes, procedures and systems**

- Line-manages junior members of staff.
- Contributes towards the development of CISL’s financial management & reporting systems as required.
- Ensures compliance with established financial and project management systems within own areas of operation.
- Delivers on an agreed area of the business plan.
- Accountable to Directors for variations in financial and management information reports (budgets versus actual).
- Complies with national and CISL H&S Regulations and Environmental Regulations and Policy.

**Person profile**

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

**Education and qualifications**

- Qualification to degree level or equivalent, further qualifications of Postgraduate level within a relevant area of study is desirable.

**Specialist knowledge and skills**

- Demonstrates specific insight and knowledge into relevant themes and sectors of the major global issues, trends and players in the sustainability field that shape the context for business.
- Demonstrates understanding of EU policy, including how policy is made and influenced at an EU and Member State level.

- Strong marketing and business development skills.

**Interpersonal and communication skills**

- Excellent relationship-management skills and a proven ability to build grow and maintain relationships with clients, delivery partners, sponsors and other external stakeholders.

- Excellent written and oral communication skills, demonstrating a high proficiency in English.

- Strong presentation and facilitation skills, with the ability to make complex content accessible to wider ranging audiences.

- The ability to work as part of a fast-paced project team and to work on own initiative, demonstrating flexibility and management of competing priorities.

**Relevant experience**

- Experience in an EU Institution, Member State organisation and/ or relevant working environment.

- Proven expertise in successful project management, including financial planning, developing and monitoring budgets.

- Experience of devising strategies for commercially viable projects or programmes for a range of clients, including projects that involve multiple clients or stakeholders (desirable).

- Experience of working with stakeholders in the EU including business and policy makers.

- Experience of different approaches to delivering change, such as organisational change and societal change, including working with external partners to deliver a common objective.

**Additional requirements**

- Commitment to the values that underpin CISL’s work and a keen interest in social and environmental responsibility.

- Understanding and experience of the business sector (desirable).

- Experience of event management (desirable).

- European language skills, in addition to English (desirable).

**Terms and conditions**
Location
CISL Belgium, The Periclès Building, Rue de la Science 23, 1040 Brussels.

Working pattern
Monday - Friday

Hours of work
The maximum working time is fixed at 38 hours per week excluding daily meal breaks.
An unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.

Length of appointment
Permanent

Probation period
9 months

Annual leave
25 days (in addition to 10 public holidays)

Pre-employment Check Requirements
Evidence of right to work in Belgium

Application process
To submit an application for this vacancy, please send your curriculum vitae (CV) and a covering letter (in English) to human.resources@cisl.cam.ac.uk.

The closing date for applications is 9 September 2018.

General information

Cambridge Institute for Sustainability Leadership (Belgium)

This Programme Manager post will sit within the Policy Team based in our Brussels office. Cambridge Institute for Sustainability Leadership (Belgium) is a subsidiary branch of the University of Cambridge Institute for Sustainability Leadership.

The Brussels office opened in 2009 and supports CISL programmes by bringing European expertise to our European and international projects. The team also work on bringing CISL’s expertise and network of leaders to European policymakers. In addition, the EU office supports CISL by contributing to a range of customised programmes.

Our work

The Prince of Wales’s Corporate Leaders Group

The Prince of Wales’s Corporate Leaders Group (CLG) is a select group of European business leaders working together under the patronage of His Royal Highness The Prince of Wales to advocate solutions on climate change to policymakers and business peers within the EU and globally. The CLG is jointly run out of the Cambridge and Brussels offices.
Green Growth Platform

The University of Cambridge Institute for Sustainability Leadership and the Corporate Leaders Group provide the strategic leadership of the Green Growth Platform. The Platform brings together three distinct Green Growth Groups: Ministerial, Business and Parliamentary. The Platform seeks to explore, promote and pursue the economic opportunities that EU low carbon ambition can offer, providing political momentum and policy insights.

The University of Cambridge Institute for Sustainability Leadership (UK)

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential Institute developing leadership and solutions for a sustainable economy.

Through leadership and collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for people and the environment.

We support this by:

- Building the leadership capacity of individuals.
- Developing the capability of organisations.
- Facilitating collaboration and dialogue across conventional boundaries.
- Catalysing innovation and solutions.
- Building the evidence base for action.

Each year we work with business, government and finance leaders in over 250 organisations and more than 1,200 individuals complete one of our graduate or executive programmes.

We have a leadership network of over 8,000 senior leaders and practitioners from business, government and civil society who have an impact in every sector and on every continent. Their experience and insights shape our work that is underpinned by multidisciplinary academic research.

Our activities span the breadth of sustainable development, with particular focus on six key areas critical to the transition to a sustainable economy:

1. Sustainable finance – How can we create a finance system that rewards long-term thinking?
2. Economic innovation – How will industries, jobs and markets evolve, and how should public policy and business ensure economic development is inclusive and sustainable?
3. Inclusive development – How can companies become agents of improved health and livelihoods, whilst providing more equitable access to income and opportunity?
4. Natural capital – How can companies sustain the natural world and its resources through their strategies and operating practices?
5. Future cities – How can cities develop vibrant communities of healthy people, supported by clean, green energy, food, water and transportation systems?
6. Leadership - How can individual and organisational leaders shape the economy to deliver positive sustainability outcomes, whilst ensuring successful and resilient organisations?
7. We operate across UK and Europe, sub-Saharan Africa, Latin America, Asia and the Middle East, with offices in Cambridge, Brussels and Cape Town plus delivery partners in Beijing and Melbourne.

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives.
Equity and Diversity

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.

CISL 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.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require. 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 would like to discuss any special arrangements connected with a disability, please contact the HR team by calling +44 1223768812 or by email at human.resources@cisl.cam.ac.uk.

How we will use your personal data

The recruitment to this position at Cambridge Institute for Sustainability Leadership (Belgium) will be run centrally by the University of Cambridge Institute for Sustainability Leadership (CISL). CISL will store your personal information in order to liaise with you either in relation to your application for an advertised position, and to contact any referees you have provided after an interview has been conducted or at the point of an offer of employment.

CISL will not retain copies of unsuccessful candidates’ curriculum vitae (CV) and application documents for more than one year after the completion of the relevant recruitment exercise. If you are successful, your information will be kept as part of your staff record for the duration of your employment.

CISL will process the personal information provided on your application, and the other information referred to above, for the purposes of identifying you, processing your application, verifying the information provided and assessing your suitability for the role (including any relevant right to work checks), deciding whether to offer you a job, and communicating that outcome (together with any feedback).

We do not share your personal information with third parties outside CISL and the University of Cambridge, with the exception of those who are specifically engaged with CISL or are involved in the selection process for the role.

We may also use or disclose the information provided for the following statutory or public interest purposes:

- to prevent or detect fraud;
- for equal opportunities monitoring;
- to help us to make reasonable adjustments for any disability, as requested by you;
- to provide statutory returns required by applicable legislation;
• for research and statistical purposes (which may include the receipt of applicant surveys), but no information which could identify you will be published.

If you are a current employee, then we may use the information (including equalities information) you provide in any application you submit to update the employment records we already hold on you.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us); necessary for compliance with a legal obligation (e.g. to administer visa applications); or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting).

Where we ask for any sensitive information, such as that concerning your ethnicity, sexual orientation, religious beliefs or health/disability, the use of such information will be explained and you will normally have the option to refuse your consent by not supplying the information. At times, personal data may be sent, including internationally, via email and other platforms for the purposes of efficiency.

You have the right to access the personal information that is held about you by CISL. You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing (including the receipt of direct marketing) or to receive an electronic copy of the personal information you provided to us. Please note that all of these rights are qualified in various ways.

If you need further assistance, please contact CISL’s HR team at human.resources@cisl.cam.ac.uk.

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner’s Office (https://ico.org.uk/).