Further Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Programme Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team</td>
<td>Policy</td>
</tr>
<tr>
<td>Organisation</td>
<td>Cambridge Institute for Sustainability Leadership (Belgium)</td>
</tr>
</tbody>
</table>

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 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 for.

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 & 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 & qualifications

- Qualification to degree level or equivalent.

- Further qualifications to a Masters Level within a relevant area of study is desirable.

Specialist knowledge & skills

- Demonstrates awareness/knowledge of the major global issues, trends and players in the sustainability field that shape the context for business.

- Demonstrates understanding of European Union policy, including how policy is made and influenced at an EU and Member State level.
- Specific insight into relevant themes / sectors.
- Strong marketing and business development skills.

**Interpersonal & 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 a 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 which involve multiple clients or stakeholders.
- Experience of working with stakeholders in the European Union 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.
- Experience of event management (desirable).
- European language skills (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 upload your Curriculum Vitae (CV) and a covering letter via the “Apply Here” link on the position advertisement found on the Cambridge Institute for Sustainability Leadership Jobs page - [https://www.cisl.cam.ac.uk/about/people/jobs](https://www.cisl.cam.ac.uk/about/people/jobs)

The closing date for applications is 4 March 2018.

## General Information

### Cambridge Institute for Sustainability Leadership (Belgium)

This Senior 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 was opened in 2009. The office 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)

CISL builds strategic leadership capacity to tackle critical global challenges. For a quarter of a century, we have brought leaders together to acquire new knowledge and understanding, to gain fresh perspectives, and to share insights into tackling the complex and interconnected set of social and environmental challenges faced by society.

We contribute to the University of Cambridge’s leadership position in the field of sustainability via a portfolio of executive programmes, business platforms and strategic engagement, informed by world-class thinking and research from the University and other partners. Our leadership network consists of more than 5,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff.

CISL is an institution within the University’s School of Technology. HRH The Prince of Wales is the Patron of CISL and we are a member of The Prince’s Charities, a group of not-for-profit organisations of which His Royal Highness is President.

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.