Further Information

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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 support delivery of an ambitious programme of engagement between businesses and MEPs, ministers, policy makers, commissioners and academics, as well as new content development, new business development and fundraising in related areas.

Key responsibilities

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

Project management and delivery

- Coordinating a range of projects underway at any one time ensuring to maximise synergies between projects and avoid overlaps.
- Coordinate a project team to develop and deliver each project for which the role-holder is responsible, on time and to budget, usually supervised by a Programme Manager or Director.
• Producing a detailed project plan for review and implementing the plan ensuring that agreed deadlines are met.

• Review project progress against targets to propose amendments and revisions to strategies as appropriate. Ensuring that the project team are kept informed of project progress also responding to and advising team of any emerging risks.

• Providing advice and support to more junior members of the project team on processes and prioritisation of project tasks.

• Liaising with key project stakeholders and contributors (internal and external) on key variables such as costs, contractual arrangements and dealing diplomatically with any conflicting issues that may arise.

• Preparation for (and on the ground delivery of high-level events) webinars and meetings, which may take place anywhere in the world. Onsite management during events to ensure a seamless delivery, including on site risk assessment and liaison with project team, external stakeholders, attendees and venue staff as required.

• Overseeing design and production of event programme and materials for events.

• Ensuring appropriate administrative systems are in use by the project team.

• Facilitating the high quality internal and external information flows that are required.

• Writing and formatting briefing documents, minutes, meeting summaries for diverse external audiences for approval by Programme Manager/Director.

• Developing a marketing strategy, preparing marketing materials and relevant communications for review by the Programme Director, managing and overseeing the marketing processes and supporting the work of the project co-ordinator assigned to the programme.

• Manages and assists with project specific research as required by the Programme Manager/Director.

**External relations**

• Initiates and develops external contacts as well as contacts within the University, in writing, by telephone and face to face.

• Represents CISL and its values to these contacts.

• May be responsible for coordinating, and sometimes managing a number of key relationships including delivery partners and project sponsors.

• May be required to provide material to support a project bid and/or proposal to an external client.

• May supervise junior team members in their coordination of specific relationships.
• Develops and deepens relationships whilst managing projects.

• Responds to internal and external requests for information.

Financial management

• Manages and monitors budgets of assigned projects, including attending and contributing to formal budget review meetings.

• Manages contractual and payment processes for contributors and contractors.

• Ensures accurate and timely invoicing of clients.

• Contributes to financial planning of projects and drafts budgets for review by senior staff.

• Assists more junior staff to understand the financial parameters of the projects they are working on and arranges budget training as required.

Processes, procedures and systems

• Line manages junior members of staff.

• Contributes towards the development of CISL's financial management and 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 Health and Safety 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.

Interpersonal and communication skills

• Ability to interact confidently and credibly with a wide range of senior stakeholders from both academic and business backgrounds.

• 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, and demonstrating flexibility and management of competing priorities.

### Relevant experience

- Advanced project planning skills with ability to respond willingly, quickly, flexibly and with resilience to changing business imperatives budgets.

- Experience of complex event management.

- Ability to work independently and pro-actively toward project deliverables and deadlines.

- Experience and confidence in drawing up, maintaining and monitoring project budgets.

- High level of competence across standard software packages including Word, Excel, PowerPoint and Outlook and experience of working with a Client Relationship Management system (preferably based on MS Dynamics).

### Additional requirements

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

- 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**.

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**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/).