**Role Summary**

The role of a Senior Programme Manager is to undertake management and leadership responsibility for the programmes or platforms run by their team. The role holder is responsible for successfully achieving their objectives and delivering maximum client satisfaction within budget and in a timely and efficient manner. Senior Programme Managers support, and are accountable to, a Programme Director who is in charge of individual initiatives that aim to unlock the key sustainability challenges facing individual leaders, companies, sectors and government by asking the right questions and undertaking the necessary difficult conversations.

Specifically within the Sustainable Finance team, the role of Senior Programme Manager is to work with groups of leading firms in the global investment, banking and insurance industries. Through the Investment Leaders Group, Banking Environment Initiative and ClimateWise group respectively, the aim is to improve the industries’ resilience and risk management, and facilitate positive impact and digital transformation.

The Senior Programme Manager for the Investment Leaders Group will have regular exposure to Board-level representatives from across the investment industry and, with the support a small team and oversight from the Programme Director for Sustainable Finance, will lead:

- The CISL team that convenes and drives the programme of work developed with the members of the Investment Leader Group;
- Market development initiatives that seek to embed the Cambridge Impact Framework into the evolving landscape of industry leadership on enhancing the positive impact of investment on the SDGs and further action on long-termism in investment practice;
- Applied research projects that inform investor and policymaker action on engaging retail investors in the sustainability impacts of their invested capital;
- Projects to translate key insights from our work on investment and positive impact into relevant executive education and advisory services.

The role holder will ensure that the programmes within the investment platform are managed and developed in a manner that continues to strengthen both CISL’s relationships and work in the investment industry with the relevant financial, commercial and governmental partners. They are responsible for the line management of junior staff within the team and reporting on the progress and outcomes of programmes and teams, including emerging issues or concerns.
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.

Management of programme/platform development, delivery and evaluation

- Designs a programme/platform strategy, 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, meeting market needs on time and within budget.
- Manages the ongoing development of programme/platform content & structure.
- Identifies potential contributors, partners and the recruitment of participants. This includes continuous review of programme/platform content and structure to ensure that a programme/platform, once designed, remains relevant and delivers on its intended outcomes.
- Creates for approval, and monitors budgets for programmes/platforms within their portfolio as part of the development and/or delivery process. Accounts to the Directors for variances, or draws to the attention of others where their action may have a significant effect on the financial position of a programme/platform.
- Manages relationships, including contracts, briefings and ongoing liaison with programme/platform delivery partners.
- Manages and authors the production of programme/platform reports and publications.
- Manages the CISL project team responsible for marketing and delivering each programme/platform within their portfolio.
- Brings experience of supporting others (including Programme Managers and those in other teams) to ensure consistency and transfer learning.

Business development and fundraising

- Develops new and existing relationships in order to extend the scope of current programmes/platforms within their portfolio as well as across the wider team.
- Draws on their experience of managing CISL’s existing programmes/platforms to support Programme Directors in the development of new programmes/platforms. Leads the development directly in the absence of a Programme Director.
- Responsible for the development of a new programme/platform where it is an adaptation of an existing model or where it is a sub-element of an existing model.
- Develops and/or maintains an understanding of relevant market sectors and subject areas to ensure CISL’s existing programmes/platforms remain current.
- Designs and conducts Research and Development in product and process in appropriate areas.
• Develops sponsorship and fundraising strategies and proposals to support new and existing programmes/platforms within their own portfolio. Takes responsibility for implementing the strategy and manages selected key sponsorship relationships.

• Leads on the preparation of bids and proposals to secure new business and research funding.

• Supports other Programme Managers in all of the above to ensure consistency and transfer of knowledge.

• Supports the Programme Director in scaling existing programmes/platforms into a coherent offering.

---

**Marketing and Corporate Relations**

• Helps develop CISL’s marketing and corporate relations strategy where it relates to own portfolio of work.

• Commissions, reviews and approves, with reference to Programme Director as appropriate, marketing and communications strategies for own programmes/platforms. Monitors progress and ensures delivery.

• Undertakes direct responsibility for specific client relationships, where a relationship requires more senior handling, and greater depth of understanding of CISL’s programmes/platforms than more junior team members are able to provide.

• Represents CISL where appropriate, 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 a number of more junior members of staff, and contributes to the staffing strategy for relevant programme/platform teams within CISL.

• Contributes towards the development of CISL’s financial management and reporting systems as required.

• Accountable to Programme Directors for variations in financial and management information reports (budgets v actual).

• Ensures compliance with established financial management systems within own areas of operation.

• Undertakes responsibility for developing specific CISL-wide strategies and systems, e.g. corporate relationship management system, project evaluation system, ‘productisation’ of existing offers.

• Delivers an agreed area on the business plan, accountable to Programme/Portfolios Directors.

• Complies with national, University and CISL HS and Environmental Regulations and Policies.
**Person Profile**

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

### Education and qualifications

- Formal education to at least degree standard.

### Relevant experience

- Demonstrated awareness and knowledge of the major global issues, trends and actors in the sustainability field that shape the context for the financial sector.

- Several years’ experience in a relevant working environment with specific expert insight into the investment industry and/or responsible/sustainable investment theory and practice.

- Proven expertise in successfully managing commercially viable projects or programmes for a range of clients, including projects that involve multiple clients or stakeholders.

- Experience of different approaches to delivering change, such as organisational change and societal change.

- Experience in line managing staff as well as managing project teams.

### 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.

- Very high proficiency in English, excellent written and oral communication skills, indicating strong presentation and meeting facilitation skills.

- Skills in complex programme management, including financial planning, developing and monitoring budgets.

- Strong marketing and business development skills.

### Additional requirements

- Thorough understanding of the global investment sector; instantly credible with investors.

- Fluency in responsible/sustainable investment theory and practice, with a particular focus on the impact of investments on achieving the Sustainable Development Goals and integrating long-termism into investment practice.

- A demonstrable interest in Sustainability and committed to the values that underpin CISL's work.

- Experience in event management (desirable).
- Experience of working with external partners to deliver a common objective (desirable).
- Fluency in a secondary major global language (desirable).

**Terms and Conditions**

**Location**
CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK

**Working pattern**
Full time

**Hours of work**
Your employment is full time, approximately 37 hours per week.

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.

**Length of appointment**
Permanent

**Probation period**
9 months

**Annual leave**
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.

**Pension eligibility**
You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme).

For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/)

**Retirement age**
The University does not operate a retirement age for Unestablished Academic Related staff

**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/](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](mailto:human.resources@cisl.cam.ac.uk).
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 world-class, 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.

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, 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 both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which 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 which 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 also 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 make monthly donations 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](http://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).