Programme Director, Natural Capital
Maternity cover - 12 months fixed term

Role summary, responsibilities and key outcomes

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

This fixed term 12-month role will be providing maternity cover for the position of Programme Director, Natural Capital. The duties of this role within the Natural Capital Portfolio will be:

Team strategy and business planning
- In consultation with the Executive Director, establish, promote and maintain (quarterly) a clear strategy for the Natural Capital Team, delivering to the overall aims of CISL.
- Develop and deliver a 12-month business plan comprising team financial plan, resource plan and budgets.
- Ensure progress towards the three year milestones and five year goals.

Income
- Secure income to strategy and business plan.
- Where CISL investment is required, make early and compelling cases backed up by medium-term financial return strategies.
- Convert academic relationships into funded research cooperation within the University and beyond.
- Convert external, non-business relationships into funded work streams that add value and deliver to the Natural Capital Team strategy.

Team delivery
- Deliver the Natural Capital Team strategy:
  - Short term (1 year): Develop a compelling evidence base to empower businesses to understand, measure, and adopt practices that sustain and enhance natural resources and ecosystems as an outcome of their operations.
- In doing so:
  - Encourage a sense of group identity in the Natural Capital Impact Group, including empowerment of Chair, and other business groups;
  - Build relationships beyond the sustainability teams in businesses;
  - Build ownership at senior level in client companies;
  - Build external profile of Natural Capital Team’s work through case examples, communications and publications.

Team management
- Manage the Natural Capital team’s people and budgets to generate a clear sense of purpose and direction for the team. In particular:
  - Design and keep staff to an agreed timeline of deliverables and financial targets;
  - Maintain high standards of due diligence, risk and reputation management, and health and safety in the team, consulting with Team Leader as appropriate.
- Build cadre of external natural capital partners, researchers and consultants to drive value to clients in areas beyond CISL’s current skill set.

Contribution to CISL
- Encourage deeper cooperation within CISL, principally with other teams (e.g. finance), communications, SET and Management Board.

People development
- Support continual learning of self and team through regular line management, appraisal and development activities.
### Who we are looking for:

**Education & qualifications**
- Qualification in relevant field to a degree level or equivalent.
- Proven ability to identify potential natural capital business opportunities and turn them into active revenue generating projects.
- Experience of working in fields related to sustainable development and natural capital, and having an understanding of how these and related issues can be applied by business and affect leadership and organisations.
- Experience in working with senior leaders from business and the public sector.
- Experience in fundraising.
- Experience of developing products and services in a natural capital context (desirable).
- Experience in developing, maintaining and growing collaborative groups of business leaders to apply new thinking that provides both commercial and environmental benefits (desirable).
- Experience of working closely with individual companies to ascertain and test solutions to particular natural capital challenges in their own business contexts (desirable).
- An active network of contacts within the sustainability field, or in related fields such as natural capital, conservation, supply chain management, partnership, governance, etc. (desirable).
- Experience in turning one-off projects into repeatable programmes (desirable).

**Relevant experience**
- Relevant experience
  - Proven ability to identify potential natural capital business opportunities and turn them into active revenue generating projects.
  - Experience of working in fields related to sustainable development and natural capital, and having an understanding of how these and related issues can be applied by business and affect leadership and organisations.
  - Experience in working with senior leaders from business and the public sector.
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  - Experience in developing, maintaining and growing collaborative groups of business leaders to apply new thinking that provides both commercial and environmental benefits (desirable).
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  - Experience in turning one-off projects into repeatable programmes (desirable).

**Interpersonal & communication skills**
- Excellent relationship skills and a proven ability to build, grow, and maintain relationships with key leaders.
- Understanding of project management techniques.
- Understanding of relationship marketing techniques.
- Demonstrable leadership, with a proven ability to manage small, dynamic teams.
- Excellent written and verbal communication skills.

**Additional requirements**
- A demonstrable interest in sustainability and natural capital, and committed to the values that underpin CISL’s work.

### Salary, terms and conditions

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<tr>
<th><strong>Location</strong></th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
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<tbody>
<tr>
<td><strong>Salary range</strong></td>
<td>£53,691 – 56,950</td>
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<td><strong>Working pattern</strong></td>
<td>Full time, with an expectation to work such hours and days as are reasonably necessary for the proper performance of your duties.</td>
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<td><strong>Length of appointment</strong></td>
<td>12 months</td>
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<td><strong>Probation period</strong></td>
<td>3 months</td>
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<td><strong>Annual leave</strong></td>
<td>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>
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<td><strong>Pension</strong></td>
<td>Automatic enrollment into the Universities Superannuation Scheme (USS).</td>
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*Please refer to the associated Further Information for a more detailed summary of the role, including key responsibilities, person profile, terms and conditions, screening checks and general information. This document provides a brief outline only.*