

**Programme Director,**  
**Executive Education – Leadership Programmes**  
**Cambridge Institute for Sustainability Leadership**  
**(CISL)**

Closing Date: 30<sup>th</sup> July 2021  
Job Reference: EN25932



# Programme Director

**Salary:**

£55,751 - £59,135

**Contract:**

Permanent

**Location:**

Cambridge

**Department:**Institute for Sustainability  
Leadership**Team:**Executive Education, Leadership  
Programmes**Working Pattern:**

Full Time

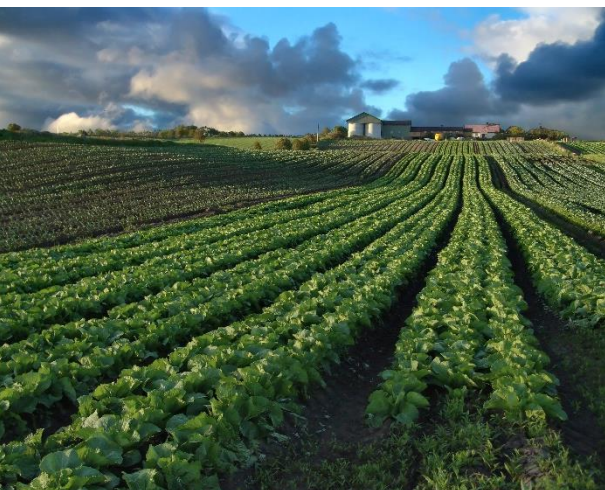
**Purpose of the role**

The Programme Director will lead growth within our expanding portfolio of leadership programmes for multinational clients. You will be responsible for engaging and influencing senior decision-makers across business and academia, to understand needs and priorities, to know what great looks like, and to lead programme teams to deliver this. You will be comfortable creating solutions to new challenges and be effective at fostering a culture of creativity and innovation. Reporting to the Leadership Portfolio Director, you will lead a suite of programmes, including design and delivery for face to face, virtual, blended and digital offerings using a range of leadership approaches – bringing together diverse stakeholders to deliver exceptional quality programmes that meet client needs.

**Key responsibilities****Business development, research and product development**

- Maintains awareness of best practice in learning, leadership and change in organisations and has an understanding of critical sustainability and leadership issues facing senior executives, and applies these to inform the new and existing programmes

- Develops new relationships with senior executives in order to understand their organisational leadership needs and explore how CISL can support their work to align the business with sustainability.
- Leads the design and delivery of products and services for major client organisations.
- Develops innovative products and methodologies to meet the evolving needs of key markets, and to open up new markets.
- Builds strong delivery teams including an international network to ensure that programmes are able to draw on the best thinking and practice. Initiates, designs and conducts applied research programmes to enhance CISL's understanding of learning, leadership and change in organisations, and applies this understanding to the development of new products and services if and when required.
- Secures income from clients in accordance with the portfolio's strategic objectives and budget.
- Publishes and / or presents on issues of learning, leadership and change in organisations to enhance CISL's knowledge and reputation in this field.



**Programme Design, Management and Delivery**

- Works with clients to analyse and understand their needs, and leads the design of appropriate programmes to deliver impact
- Develops overarching plans, provides strategic direction and leads the design and delivery of products and services, leading the team to deliver against client expectations – including overseeing Programme Managers responsible for specific programmes or areas
- Provides high-level contribution to products and services including facilitation, content, analysis and report writing.
- Creates for approval and monitors budgets for new and existing projects as part of the development and / or delivery process, and accounts for variance.

**Business Strategy**

- Works with the Portfolio Director to develop a strategy to grow leadership programmes, making proposals relating to target audiences, new propositions and investments
- Contributes to the development of CISL's strategy and business plan by identifying market needs and the potential contribution to these needs of new and existing products and services.
- Contributes to the review of CISL's strategy by advising on impacts of products and services under their leadership.

**Marketing and Communications**

- Develops and oversees marketing and communications plans for products and services under their leadership. Contributing to marketing and communications materials as appropriate based on findings from conduct of action research, products and services.
- Contributes as appropriate to market research and sector analysis.

**External Relations**

- Represents CISL where appropriate, through participation in public events and meetings.
- Initiates and develops high-level external contacts to support CISL's strategy and business plan.
- Initiates and develops contacts within the University to support CISL's strategy and business plan.

**Internal Systems**

- Complies with established financial management and reporting systems within own area of activity.
- Contributes towards the development of CISL's financial management and reporting systems as required.
- Complies with academic and operational quality control systems and procedures as appropriate within own area of activity.
- Line and supervisory management of members of staff.
- Contributes to the staffing strategy for relevant teams within CISL.
- Manages relevant teams or individuals within CISL and the contribution of external contractors.
- Complies with National, University, and CISL Health and Safety, Environmental and GDPR regulations, procedures and policy.

**General**

- Is prepared to occasionally work weekends and evenings, and to travel abroad if required.
- Participates in staff and planning meetings as required.
- Undertakes general administrative tasks as required in support of CISL's work.



# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
Qualification in relevant field to degree level or equivalent	✓	
<b>Relevant Experience</b>		
Experience of working in fields related to sustainability issues or leadership development (ideally both) and a strong understanding of how these affect business performance.	✓	
An understanding of how adults learn, and insight into effective approaches to learning design and education delivery, particularly in sustainability or leadership related education - including face to face, virtual, blended and digital methods.	✓	
Experience of leading project teams in a fast-paced environment, including working collaboratively with colleagues from across organisations and networks.	✓	
Experience of working with senior leaders in the corporate sector, especially in delivering products and services.	✓	
Track record of identifying potential business opportunities and turning them into active revenue generating projects.	✓	
Experience of creating and leading successful new, commercially-relevant initiatives for a client or organisation.	✓	
An ability to analyse and understand client needs and design and deliver solutions that meet these requirements and deliver impact.	✓	
Experience in facilitating groups of executives or coaching individual executives		✓
Understanding/experience of working with diagnostic tools and one to one coaching		✓
<b>Interpersonal and communication skills</b>		
A good understanding of how to create powerful and engaging narratives that influence others, and confidence in public speaking and presenting	✓	
Excellent relationship skills and a proven ability to build, grow, and maintain relationships with key leaders	✓	
Excellent written and oral communication skills, highly proficient in spoken and written English.	✓	
A high level of competence across standard software packages	✓	
<b>Other</b>		
An active network of contacts in relevant fields.		✓
A demonstrable interest in sustainability and committed to the values that underpin CISL's work.	✓	
Ability to travel internationally if required.	✓	

# About CISL



**The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential Institute developing leadership and solutions for a sustainable economy. Our Rewiring the Economy framework shows how the economy can be ‘rewired’, through focused collaboration between business, government and finance institutions, to deliver positive outcomes for people and the environment in pursuit of the UN Sustainable Development Goals (SDGs).**

For over three decades we have built individual and organisational leadership capacity and capabilities, and created industry-leading collaborations, to catalyse change and accelerate the path to a sustainable economy. Our Rewiring Leadership framework sets out our model for the leadership needed to achieve this.

Our interdisciplinary research engagement builds the evidence base for practical action, through a focus on six

cross-cutting themes critical to the delivery of the SDGs: sustainable finance, economic innovation, inclusive development, natural capital, future cities and leadership.

## **What we do**

- Build the leadership capacity of individuals to create [the future we want](#) through executive and graduate education.
- Develop the capability of organisations and regions to lead this transition through our advisory services and [customised programmes](#).
- Our work is underpinned by multidisciplinary [research](#) and grounded in practitioner insights from exceptional people from business, policy, civil society and academia.
- Catalyse innovation and solutions through our [business and policy leaders groups](#), and working with individual organisations.
- Facilitate collaboration and dialogue across conventional boundaries through our business and policy leaders groups.

# About CISL

## Who we work with

Each year we work with business, government and finance leaders in over 250 organisations including consumer brands, global banks and national governments, attracting more than 1,200 delegates into our programmes.

Our core activities are supported by our [Strategic Partners](#), a small group of leading businesses who commit funds and advice to ensure our work is focused on the most material challenges and on the areas of greatest potential impact.

## A global network for change

We have a leadership Network of over 16,000 senior leaders and practitioners from business, government and civil society who have an impact in every sector and on every continent.

Our work also draws upon an expert group of Fellows and Senior Associates, comprised of business leaders, academics and other influential thinkers who have direct experience of working to address sustainability challenges.

HRH The Prince of Wales is our Royal Founding Patron and has inspired and supported many of our initiatives including The Prince of Wales Global Sustainability Fellowship Programme, The Prince of Wales's Business & Sustainability Programme, and The Prince of Wales's Corporate Leaders Group.

## Where we work

We operate in countries across six global regions – UK and Europe, sub-Saharan Africa, Latin America, Asia and the Middle East. We have offices in Cambridge, Brussels and Cape Town, with delivery partners in Beijing, Chile, Melbourne and the UAE.





# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a probationary period of 9 months.

## Hours of Work and Working Pattern

The hours of work for the position are full-time, working Monday – Friday.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro-rated based on days worked.

## Pre-employment checks

### Right to work in the UK

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.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. 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/>

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 Department Administrator, who is responsible for recruitment to this position.

# The University

**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.





# About Us

**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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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.

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



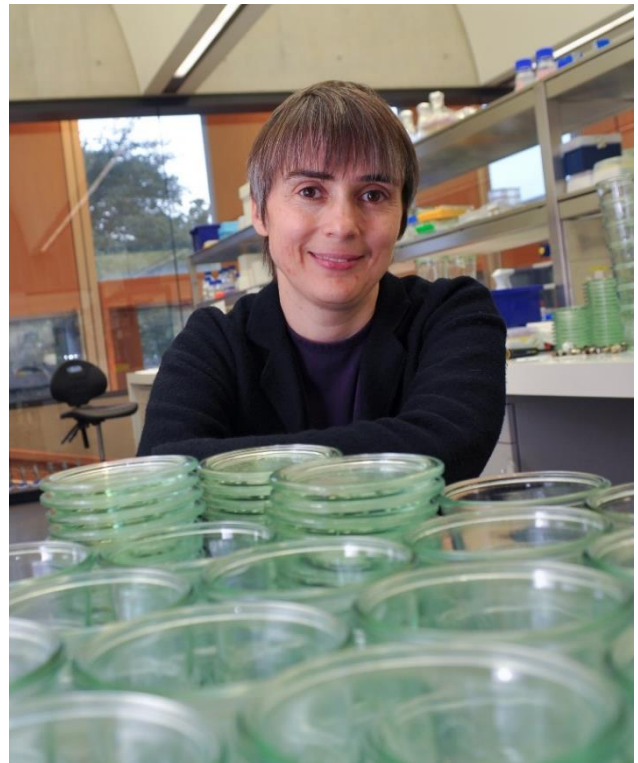
# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

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.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. 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/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women.



# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/relocation>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>





# What Cambridge can offer

**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.



## 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.

## 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 and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables 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.



# What Cambridge can offer

## 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.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

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. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

## 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.

## 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.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to our Human Resources team:

**Email:** [Human.Resources@cisl.cam.ac.uk](mailto:Human.Resources@cisl.cam.ac.uk)

**Tel:** 01223 768814

The closing date for applications is:

**30<sup>th</sup> July 2021**



UNIVERSITY OF  
CAMBRIDGE