

**JOB TITLE: POLICY LEADERS FELLOWSHIP PROGRAMME MANAGER (FIXED TERM)**

**REPORTS TO: ASSOCIATE DIRECTOR**

#### Background

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The Centre for Science and Policy (CSaP) aims to improve public policy through the more effective use of evidence and expertise. CSaP creates opportunities for public policy professionals and academics to learn from each other through our Policy Fellowships, workshops and professional development activities. We forge relationships based on mutual understanding and trust, supporting researchers in their policy engagement and impact, and enabling policymakers to draw effectively upon evidence and expertise.

The role-holder will shape and manage the delivery of several key programmes at CSaP, including the Policy Leaders Fellowship Programme as well as the Dowling Policy Fellowship Programme and other activities which engage high-level supporters with CSaP's work.

CSaP's Policy Leaders Fellowship (PLF) programme is a unique initiative, which provides the most senior policy professionals in the UK civil service with access to research and academic expertise. Through group and one-to-one meetings its discussions focus on the need for long-term thinking, the value of evidence, and fresh perspectives on key challenges.

CSaP has also developed programmes to engage high-level supporters with its work, with these supporters invited to make donations and attend events. The role-holder will help CSaP to evolve its activity in this area including attracting donations to CSaP's Policy Innovation Fund.

The role-holder will take part in developing strategies and policies, working alongside the Senior Management Team to further the Centre's organisational development and widen its network.

#### The role

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The overall purpose of this new role is to manage the Policy Leaders Fellowship Programme and take responsibility for the recruitment of new Fellows and the organisation and delivery of high-profile, often highly sensitive, roundtable and one-to-one discussions with relevant academics. The Fellowship has 18-24 Fellows over the course of two years and recruits 9-12 new Fellows each year to replace those that have come to the end of their Fellowship. Fellows meet three times a year in Cambridge to discuss pressing policy challenges with relevant academics and other experts and three times a year in London at discussions co-hosted by the Royal Society.

The role-holder will work alongside CSaP's Senior Management Team to further the Centre's organisational development and wider objectives through connections between academia, government and partner organisations.

In addition, the role holder will lead the operational delivery of events for high-level supporters that provide support to the Centre, including the Dowling Policy Fellowship.

The role-holder will work with the Executive Director and other staff to monitor and develop income streams for CSaP and ensure that the Policy Leaders Fellowship and supporter programmes (which generate income of approx. £130,000 per annum) are delivered to a high standard. The role-holder will be responsible for the development of these programmes and will explore opportunities to increase income over time.

### **Main responsibilities**

- Develop and implement a strategy to recruit 9-12 of the most senior policy professionals per annum from the government and charity sector to the Policy Leaders Fellowship; and manage the ongoing recruitment of high-level supporters to the Dowling Policy Fellowship and other programmes.
- Plan, design and deliver a series of one-day Fellowship visits to Cambridge, providing a bespoke engagement programme for each Fellow, and organising a high-level, Chatham House roundtable discussion on topics discussed and agreed with the Fellows.
- Line manage events staff providing support to the PLF and related programmes. Supervise CSaP Events Coordinators and work with the Communications Coordinator and interns as required to ensure the effective communication and promotion of the programme, as well as the successful execution of related events.
- Manage and leverage CSaP's relationship with the Royal Society to further develop an engagement programme for Policy Leaders Fellows that brings value to the Fellowship, CSaP, the University and the Society.
- As a senior member of CSaP staff, coordinate activity with other programmes in CSaP's portfolio, reporting on deliverables, milestones and budget to the Executive Director, Management Committee and Advisory Board. Contribute to communications, inducting new staff members and assisting with events (e.g. chairing meetings) as required.
- Contribute to CSaP's events programme, including annual lecture, annual conference, annual reception and more, identifying opportunities to bring content in from Policy Leaders Fellows and other partners.
- Contribute to CSaP's strategy, external relations and development, working with the Executive Director and other members of the CSaP team to develop and deliver CSaP's strategic vision at a senior level.
- Collect and analyse data to ascertain the impact of the Policy Leaders Fellowship on public policy and benefits to the University. Carry out exit interviews with outgoing Fellows, implementing changes as and when needed to ensure a high level of service and support is maintained.

## The person

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The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Familiarity with the University research environment in the UK
- Knowledge of the public policy-making and delivery environment in the UK
- Ability to comprehend a sufficient level of complex information about research across all academic disciplines and use this to match experts with Policy Leaders Fellows
- Experience working at a senior level in an administrative environment
- Experience in strategic planning and operational delivery of excellent services to demanding and high-level stakeholders
- Proven excellent project management, organisational and administrative skills
- Proven experience in designing, planning and managing events
- Experience in planning and managing the activities of team members, paying attention to objectives, resource constraints and future sustainability
- Flexible and proactive working methods and ability to work on own initiative at a senior level
- Excellent interpersonal and communication skills, proven ability to build effective relationships with people of all levels
- High level of attention to detail – “completer/finisher” mindset
- Ability to represent the Centre at relevant meetings with people at all levels, including delivering presentations when necessary
- Good first degree: Subject of degree(s) is not limited
- Willingness to travel in the UK for meetings
- Ability to respond to out-of-hours urgent calls when necessary

## Desirable

- Experience in furthering the contribution which research-based evidence and expertise can make to non-academic beneficiaries, for example in Knowledge Transfer contexts
- Previous experience in managing budgets
- Experience in development and fundraising
- Postgraduate degree or equivalent relevant experience/qualification

## Benefits

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This is a full-time position working 37 hours per week; however, we welcome applications from individuals who wish to be considered for part-time or other flexible working arrangements. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £40,521-£54,395 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

#### Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. 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.

**The closing date for applications is 2<sup>nd</sup> October 2024.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

#### Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than 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.

The University has various diversity networks which help it to 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, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

## Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, by email on [hrrsupport@jbs.cam.ac.uk](mailto:hrrsupport@jbs.cam.ac.uk).