



Appointment of the Executive Director, Education

Cambridge Institute for
Sustainability Leadership

CISL Cambridge Institute
for Sustainability
Leadership



UNIVERSITY OF
CAMBRIDGE



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**Salary: £81,787 - £103,559**

Negotiable commensurate with experience and subject to approval. Plus, excellent benefits and 41 days annual leave.

Contract:

Permanent

Location:

Cambridge

Department:

CISL

Responsible to:

Director, CISL

Working Pattern:

This is a full-time position; however, we are open to considering part-time or compressed working arrangements. Our approach to flexible working values both face-to-face engagement and personal freedom and reflects contemporary practices. It is expected that employees will be present in the office for a minimum of two days per week. You and your manager will work together to tailor an arrangement that best suits your preferences and our business needs.

The Role of Executive Director, Education

Purpose of the role

The Executive Director reports to CISL's Director and shares responsibility for developing and delivering the strategy agreed by CISL's Management Board, including its financial targets. The Executive Director deputises for the Director in all matters at the discretion of the Director.

As the leader of a team (comprising multiple portfolios of services), the Executive Director is responsible for developing the performance of ~60 professionals and ensuring that the team's strategic relationships both inside and outside the University are maintained and nurtured, resulting in increased impact and income for CISL.

The Executive Director also takes direct responsibility for the development of strong, high-income relationships with major clients, for developing major new projects and service offers, for setting overall standards for major parts of CISL's services, and for building effective high-level international networks to inform and promote CISL's work. This activity may involve the role holder taking a delivery role, for example by presenting substantive content, facilitating dialogue between groups of senior leaders, and analysing and preparing reports of the findings.

The role holder is responsible for the line management of 3 Portfolio Directors.



Role Overview

The Executive Director leads a multi-portfolio team delivering services that fulfil CISL's mission to activate leadership globally to transform economies for people, nature and climate. The team helps leaders understand and respond to global challenges, predominantly through education and engagement with business, government and the financial community. The Executive Director drives CISL's wider ambition to place the University of Cambridge at the heart of global efforts to create a resilient, sustainable global economy.

Specifically, they are responsible for:

- Defining and delivering the strategic approaches for education to deliver on CISL's mission for impact
- Creating, designing and delivering reputation-enhancing programmes that create influence and impact
- Generating new business and building growth for education services through B2B relationships and strategic partnering
- Establishing and maintaining key relationships with a range of external senior audiences and international institutions, and within the University

As a member of the Institute's Senior Leadership Team, the Executive Director is also responsible for implementing CISL's overall strategy and business plan and for ensuring that all of the Institute's activities are aligned with this plan.

The Executive Director routinely works with high-level executives including international CEOs, Government Ministers, Board members and senior executives, and senior functional specialists (including strategy, finance, marketing, sustainability) to deliver CISL's work. The Executive Director also works with senior officers and academics of the University, and with research partners globally.

CISL's budgeted turnover in 2024/25 is c. £19m and there are 160+ members of staff in the UK operation, a team of 12 in Brussels and a team of 7 in Cape Town.

Main Duties and Responsibilities

Impact Strategy and Business Performance

As member of CISL's Senior Leadership Team:

- Oversee and monitor implementation of CISL's strategic direction and plan for impact, in agreement with the Management Board and in line with the University's mission.
- Hold shared responsibility for ensuring effective policies, planning, organisational structures and resources are in place to achieve CISL's goals.
- Hold shared responsibility for creating and promoting CISL's identity, image and reputation with high-level stakeholders within the University and externally.
- Hold shared responsibility for ensuring that CISL maintains sufficient skills and knowledge to achieve its goals, growing capacity as needed through development, recruitment and improved cross-CISL efficiency and cooperation.
- Hold shared responsibility for building a positive and engaged culture, ensuring that all CISL staff are motivated and resourced to deliver their individual and team objectives.
- Attend meetings of CISL's Management Board and, where appropriate, hold University-level responsibilities (committee memberships, etc.).
- Maintain high-level awareness of developments in and provide strategic advice and direction on global sustainable development across CISL's core activities, including thought leadership, applied and academic research.
- Support the publication and presentation of CISL's knowledge to enhance CISL's reputation for robust, evidence-based thought leadership.
- Ensure the submission and delivery of a rolling three-year roadmap and budget for the team comprising detailed portfolio-level plans, reviewed on an annual basis.
- Act as the point of accountability for the team's income generation of ~£12M p.a.
- Provide regular private briefings to CISL's Patron, His Majesty King Charles, and his team on the impact of CISL's work, and jointly construct with him opportunities for his personal engagement.

Education Services Development and Delivery

- Hold responsibility for developing and delivering the Education team's roadmap, identifying opportunities to secure income, investment and resources, and any risks which need to be avoided, mitigated or managed.
- Continually manage Education activities to ensure that all outputs are delivered to the quality standards demanded by our clients and by the University, including brand consideration.
- Maintain awareness of emerging issues and trends in sustainability leadership to direct and advise on the implications for CISL's strategy, products, services and research. Ensure there are mechanisms to cascade this content into CISL's activities and programmes within Education and beyond.
- Work with Portfolio Directors to create, design and deliver programmes and engagement activities for senior leaders, teaching as appropriate and supervising the related activities of relevant staff. This routinely includes providing high-level strategic advice and delivering expert content through teaching or leadership group engagement.
- Identify opportunities for partnering and collaboration within the University and with external partners which will extend reach and impact in a financially sustainable way.
- Act as an expert provider in international conference circuits and other global platforms to help accelerate CISL's impact.

Business Development

- Lead the development of new client relationships and new products and services to meet agreed growth targets for CISL's Education team and wider as necessary.
- Establish and maintain key relationships with a range of senior audiences and international institutions.
- Develop new relationships with senior executives in private and public sector organisations, and with senior academics in the University, in order to respond effectively to the needs of potential clients and partners.
- Direct the preparation of and approve bids and proposals to secure funding and resources for research, including from foundations, companies and high net-worth individuals.

External Relations

- Identify strategic opportunities for CISL and the University, both in the UK and internationally, to work with senior leaders of business, government and finance institutions.
- Initiate, develop and maintain key external contacts to support CISL's strategic objectives, including international CEOs, Government Ministers, Board members and senior executives, and senior functional specialists (including strategy, finance, marketing, sustainability).
- Maintain close and productive ties with international academics, think tanks and NGOs offering research and insight relevant to CISL's work.
- Initiate and develop contacts within the University to support CISL's strategic objectives, including relevant Heads of Departments, Schools and Colleges, as well as senior administrative heads.
- Represent CISL and the University in public events and meetings in the UK and internationally, including public speaking, panel appearances and moderation and facilitation of conferences, workshops, seminars and roundtables.

Team Management and Supervision

- Maintain and develop the ~60 dedicated professionals in accordance with CISL and University staff policy and procedures.
- Line manage 3 Portfolio Directors, and engage with other Directors within CISL as needed for the delivery of CISL's strategy.
- Hold direct responsibility for the performance of immediate line reports against agreed objectives, and all other team members through line management structures.
- Hold overall management responsibility for Education staff in Cape Town and for any long-term consultants working on CISL initiatives.



Person Specification

The Executive Director, Education may have come from a range of backgrounds and will be expected to demonstrate the following experience, skills and attributes.

Criteria	Description
Experience	<ul style="list-style-type: none">• Highly knowledgeable about core areas of CISL's activities, including up-to-date perspectives on the challenges of global sustainability leadership and the geopolitical and policy context within which global leaders operate• In-depth technical understanding of the leadership and executive markets within which CISL operates as well as our wider academic landscape• Experience of operating at an executive level within a business or policy organisation, with a proven track record of strategic planning, financial management and team leadership• Track record of business development with international organisations, working at the most senior levels and demonstrating high-level negotiation and relationship management skills• Experience working with senior leaders in business and the public sector, including presenting to and facilitating dialogue with senior executive audiences• Experience of leading large teams and managing people.

Criteria	Description
Skills	<ul style="list-style-type: none"> • Excellent written and oral communication, good interpersonal skills, and qualities of leadership suited both to an academic and an entrepreneurial, commercially orientated organisation • Leadership skills appropriate for a 'bridge' organisation that embraces the worlds of global business, government, finance, academic and civil society, including an ability to forge high-level partnerships and networks with these institutions in a manner which demonstrates empathy with the demands upon them • Ability to formulate strategy for CISL and personally lead specific initiatives on priority questions and themes including thought leadership, applied and academic research. • Ability to operate effectively, including problem solving, within complex contexts and to innovate to develop new solutions. Specifically, the ability to translate opportunities for innovative products, services and markets into commercially viable business that is client-focused and responsive to the needs of a demanding marketplace, • Financial management skills, with the ability to secure funding to underpin the growth and future security of CISL • Expert client management skills, including negotiation, scope management and dispute resolution • People and team management skills
Qualifications	<ul style="list-style-type: none"> • Educated to degree level • Postgraduate degree in a relevant subject.
Additional Requirements	<ul style="list-style-type: none"> • A personal commitment to the values that underpin CISL's work.

Cambridge Institute for Sustainability Leadership

We are an impact-led institute within the School of Technology, University of Cambridge, that activates leadership globally to transform economies for people, nature and climate.

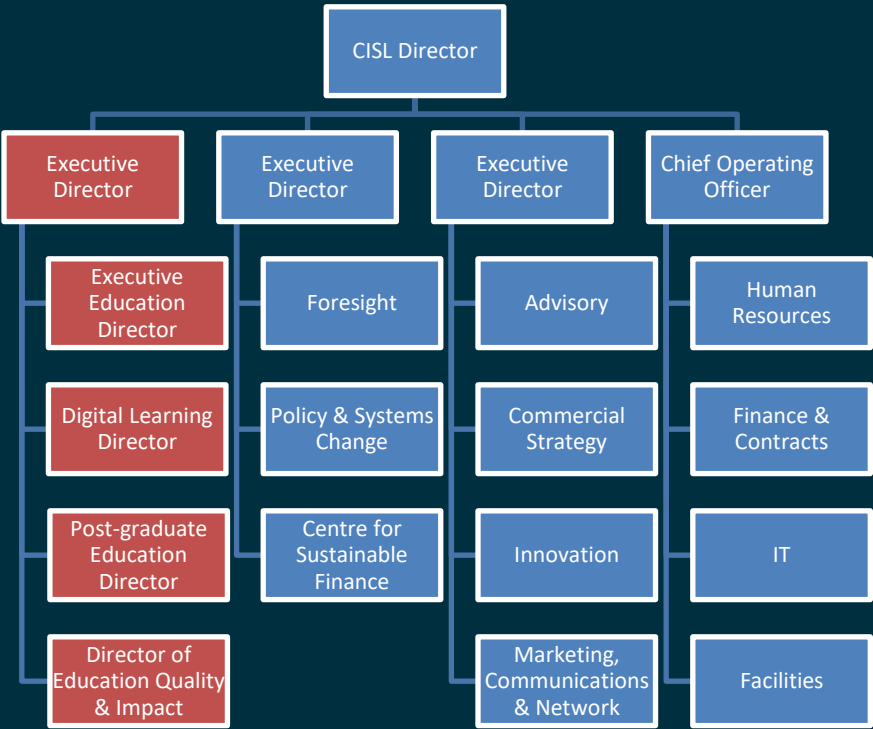
Through our global network and our hubs in Cambridge, Cape Town and Brussels, we work with leaders and innovators across business, finance and government to accelerate action for a sustainable future. Trusted since 1988 for our rigour and pioneering commitment to learning and collaboration, we create safe spaces to challenge and support those with the power to act.

We develop pioneering ideas, research and resources for better decision- making and system design. We empower individuals and organisations to lead change at scale. We build transformative alliances across business, finance and policy. We catalyse entrepreneurial leadership to accelerate solutions to global challenges.

Our multi-stakeholder approach engages influential individuals alongside businesses, governments, financial institutions and civil society representatives, focusing on their shared potential to rewire economic, social and environmental systems.

HM King Charles III is our royal founding patron, and has inspired and supported many of our initiatives.

By University ordinance, CISL has a Management Board which plays the central role in management of the Institute. The Director holds ex officio position on this Board as Secretary.



Terms of Appointment

Tenure and Probation: The appointment will be made on permanent basis and will be subject to satisfactory completion of a probationary period of nine months.

Hours of Work and Working Pattern:

This is a full-time position; however, we are open to considering part-time or compressed working arrangements. Our approach to flexible working values both face- to-face engagement and personal freedom and reflects contemporary practices. It is expected that employees will be present in the office for a minimum of two days per week. You and your manager will work together to tailor an arrangement that best suits your preferences and our business needs.

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

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 rata based on days worked.

Equality and Diversity: We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

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/>

General Information: 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 will be conditional upon you gaining it.

Screening Checks: This role requires a basic disclosure and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these check(s); whether an outcome is satisfactory will be determined by the University.

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.

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, Rachel Hughes (Rachel.Hughes@admin.ac.uk), who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments, and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national, and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality, and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 12,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is an academically led democratic institution, its ultimate decision-making body being the Regent House, which comprises more than 7,000 members of academic and senior administrative staff. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



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.

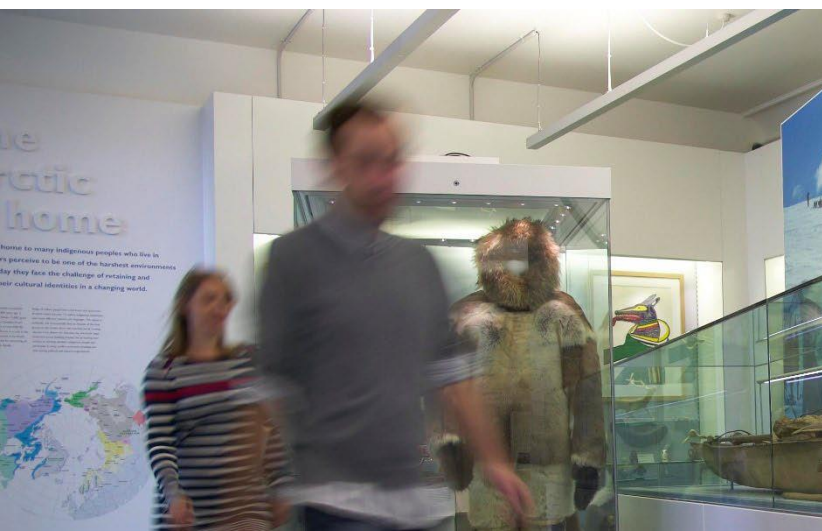
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

Professor Deborah Prentice
Vice-Chancellor



Working at the University

Working at Cambridge you will join a diverse, talented, and innovative community, with more than 23,000 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. They prioritise a fair, diverse and inclusive society and believe their staff are their greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. Along with 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 science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their 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 continues to redevelop its historic city centre sites demonstrating a clear determination to provide the best facilities and opportunities for staff and students.



Equality and 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:
<http://www.equality.admin.cam.ac.uk/>

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

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

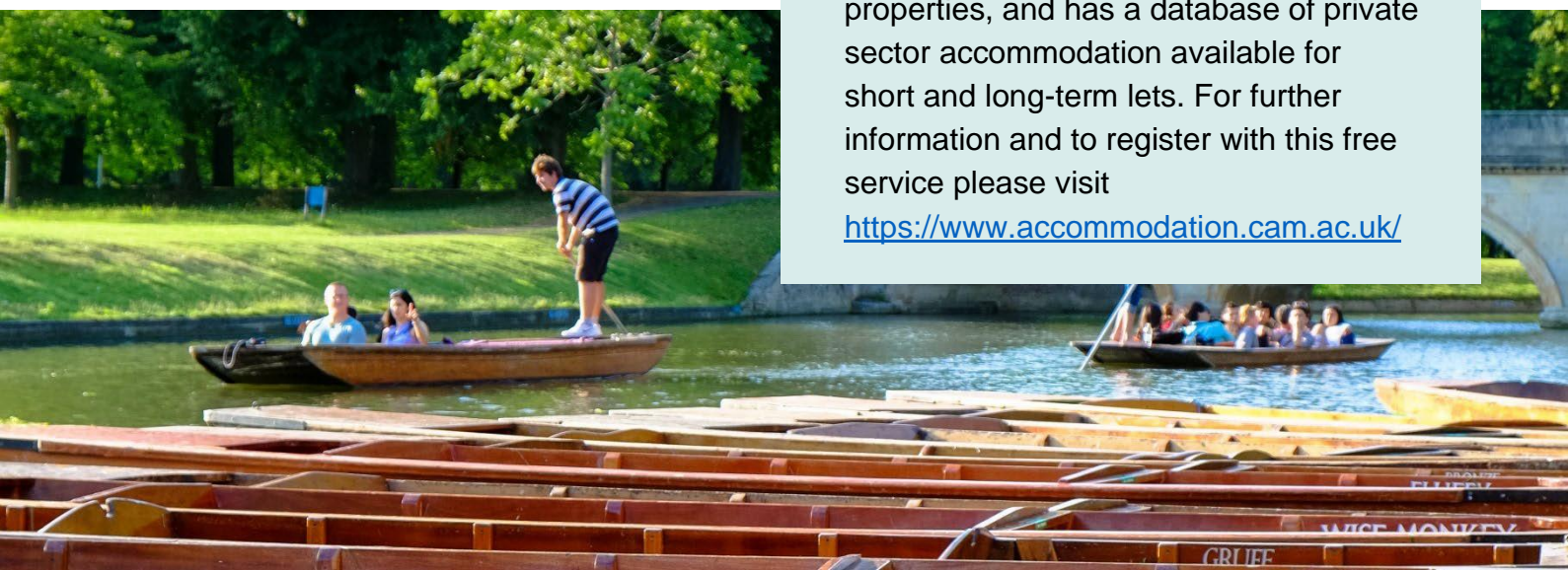
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure 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/RelocationService/>. 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. Following obtaining pre-approval, CISL reimburse relocation expenses up to a value of £1,000.

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.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme.
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans.
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans.
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies.
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



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 paid emergency leave for parents and carers.

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/>

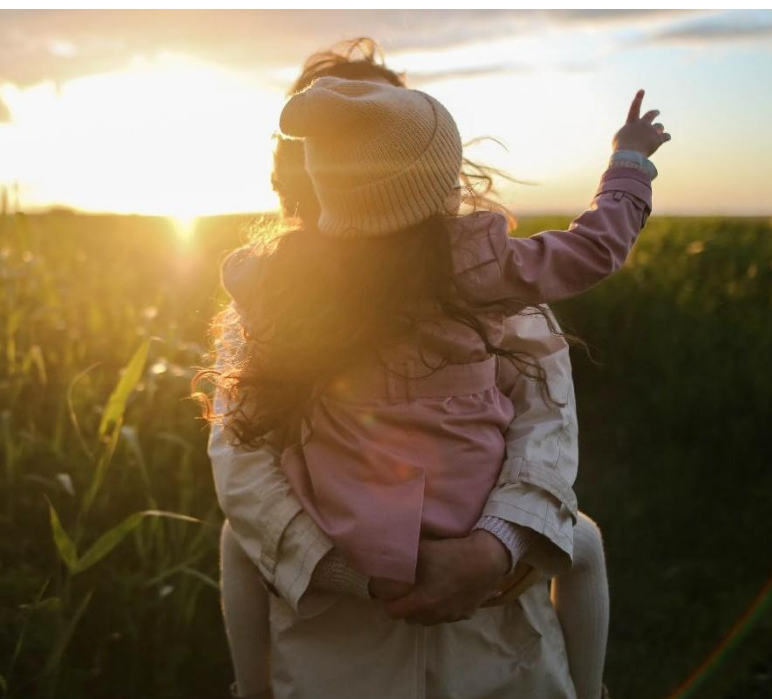
The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the Cambridge Festival, which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page 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: Linda Andrews, HR Business Partner, CISL, at Linda.Andrews@cisl.cam.ac.uk

If you have any queries regarding the application process please contact: Rachel Hughes, Recruitment Adviser, Senior Professional Appointments at rachel.hughes@admin.cam.ac.uk.

The closing date for applications is 10 April 2025.



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