

**JOB TITLE: CENTRE MANAGER (CENTRE FOR ENDOWMENT ASSETT  
MANAGEMENT)**

**REPORTS TO: CEAM EXECUTIVE DIRECTOR**

#### Background

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The Centre for Endowment Asset Management (CEAM) is a research and education centre located within Cambridge Judge Business School (CJBS). Set up in 2013, it has established a globally influential reputation amongst academics and amongst senior practitioners managing the world's largest charities, endowments/foundations, sovereign funds and family offices. CEAM is supported through philanthropic pledges and manages key donor and stakeholder relationships that are of importance to the department and University, as well as CEAM.

This is a newly established role at the Centre for Endowment Asset Management (CEAM). The role of the Executive Director has expanded over recent years and there is now the need for a Centre Manager, to whom the Executive Director can delegate responsibility for the overall administration of CEAM's programmes and projects. The role holder will report into CEAM's Executive Director and support the effective management of the Centre by taking on a significant proportion of the planning and problem solving necessary to ensure all centre activity, budgeting and reporting milestones are met.

#### The role

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The primary purpose of this new Centre Manager role is to support the CEAM Executive Director in providing the efficient leadership of the Centre's activities by optimising management of the Centre's core areas: governance and planning; research management; financial management; stakeholder management; administrative management; human resources support; and communications management.

#### **Main responsibilities**

##### Governance and planning

- Ensure transparent decision-making processes and controls are in place to balance the needs of CEAM and the stakeholders, collaborators and donors with whom we engage.
- Prepare documents as required for: departmental planning and strategy meetings and stewardship reporting to donors and sponsors.
- Integrate new projects and activities into the Centre.

### Strategic planning

- Work alongside the Executive Director to contribute to the strategic planning process.
- Take the lead in formulating the steps necessary to implementing this plan, identifying problems and guiding the discussion as required to adapt to operational changes that might emerge.
- Guide the setting of the strategy in areas where process and operational management are likely to impact strategic goals.

### Research management

- Monitor all new research projects and related activity, and ensure they comply with the University's research protocols.
- Liaise with academics and other collaborating teams/departments/institutions to prepare and update budgets for research funding and ensure timely reporting and closure of research funding.
- Work collaboratively and proactively with the department's research management team to identify and optimise grant funding opportunities.

### Financial management

- Plan and prepare budgets and forecasts for the Executive Director.
- Prepare accurate and timely reports to sponsors according to the terms of the agreements.
- Ensure all CEAM financial activity adheres to and is integrated into University rules and procedures.

### Stakeholder management

- Proactively initiate and develop relationships across the University, within the department and with external partners to support CEAM's strategic objectives.
- Undertake direct responsibility for managing specific stakeholder relationships and develop these relationships to optimise the interaction and opportunities that can be drawn from these relationships for the benefit of the Centre and the department.
- Represent CEAM and the department through attendance and participation in relevant events, meetings and working groups.

### Other administrative tasks

- Responsible for ensuring CEAM's operations and processes are functioning effectively.
- Lead all event management activity and delivery.
- Liaise as required with the CJBS HR, IT and Facilities teams to ensure correct processes and procedures are followed and conform with University guidelines and advising the wider Centre team in instances when changes to these are likely to impact on the Centre's plans and activities.

### HR and line management

- Work with the Executive Director to create a consistent HR strategy to support CEAM's activity and implement this efficiently.

- Be responsible for managing and co-ordinating projects/people in the delivery of Centre activities that draw on expertise from other teams within the Department.
- Supervisory responsibility for administrative support staff (ad hoc at present).
- Assist in the recruitment and onboarding process for new starters.
- Manage outsourced relationships with contractors and industry.

#### Communications management

- Develop and deliver the CEAM communications and content management strategy, including an online and digital plan that incorporates social media.
- Deliver effective messages across print and e-communications that create compelling and engaging content to a variety of audiences, ensuring this content is responsive to the changing needs of these audiences.
- Manage and develop collaborative relationships with other teams in the department (Alumni, Corporate Communications & Marketing, Research etc.) as well external collaborators, in order to effectively manage the development of new content and revisions to existing content.

#### 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:

- Existing knowledge/understanding of endowments and charity law.
- Familiarity with the management of academic research in finance/financial economics.
- Experience of service delivery, event management and financial and resource management and planning.
- Experience of handling and engaging with senior academic and administrative stakeholders.
- Experience of research, project and event management and demonstrated ability to deliver these against budgets and within deadlines.
- Experience of working in the Corporate sector and in Higher Education administration.
- Experience in a management role supervising staff and leading teams.
- Experience of drafting contracts and contract management/administration.
- Strong numeracy skills and the ability to interpret data.
- Ability to work under pressure to tight deadlines.
- Ability to prioritise heavy workload effectively and adapt to changing situations.
- An analytical mindset, with a high standard of attention to detail.
- A understanding of governing legislation and policies of the University and philanthropy law.
- A high degree of initiative, resourcefulness and creativity.
- Excellent interpersonal skills and sound judgement.
- Excellent spoken communication skills, including strong negotiation and influencing skills and the ability to liaise confidently with staff at all levels and key stakeholders.

- Excellent written communication skills, including the ability to summarise complex information in a concise yet persuasive manner and to a range of audience.
- Educated to at least degree level or equivalent.
- Must thrive in a collaborative environment, while at the same time be able to work independently with minimal supervision.
- Occasionally, out of hours office working required.

## Benefits

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This is a full-time position working 37 hours per week. 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 £30,942 - £40,322 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 1 December 2020.**

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, on (01223) 768497 or by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk). Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).