JOB TITLE: PROGRAMME CO-ORDINATOR (VENTURE SUPPORT) (FIXED TERM)

REPORTS TO: HEAD OF VENTURES, ENTREPRENEURSHIP CENTRE

Background

The role of Programme Co-ordinator (Ventures Support) functions as part of Cambridge Judge Business School’s (CJBS) Entrepreneurship Centre (EC) at the University of Cambridge. The EC’s mission is focused on advancing education, research and practice, and in particular to support the University’s entrepreneurial talent development and commercialisation of new ideas, to develop and share thought-leadership that establishes the University as a global knowledge locus for entrepreneurship. The role is also focused on enhancing the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond.

The role holder is responsible for managing the design, development and delivery of a portfolio of venture support initiatives including but not limited to venture internships, venture recruitment and venture grants. The role holder will work closely with the Head of Ventures, their peers in the team, others in the EC and key stakeholders within and beyond CJBS and the wider University.

The role

The purpose of the role is to support early to later stage ventures with opportunities to seek and secure the mix of resources they need as they start and scale their organisations, drawing on entrepreneurial talent, technology and capital within and beyond the University and Cambridge ecosystem.

Working in close consultation with the Head of Ventures, the role holder will have the overall objective of driving efforts to reach relevant and high-calibre ventures, to positively engage them and others working with them to provide them with a positive experience of matching resource demand with supply. The role holder will maintain positive ongoing relations with them and will track and trace outcomes and impact from the venture support.

Main responsibilities

- Support the team’s organisational plans and objectives as agreed with the Head of Ventures and align work priorities to ensure successful venture support delivery.
- Agree goals, targets, workstreams and processes with the Head of Ventures which will lead to effective and differentiated service delivery of the venture support offer.
- Seek to achieve consistent and positive feedback from venture support clients and partners that meets or exceeds expectations, celebrate programme participant success wherever possible.
- Apply appropriate tools to deliver venture support commitments on time and on budget, seeking guidance internally or externally when necessary to address arising challenges or opportunities.
• Work closely with the Head of Ventures to engage with potential partners, sponsors and donors that could add value to the venture support services offer.

• Collect, analyse and report high quality management information on the Venture Support portfolio, building intelligence to help develop and implement continuous improvement.

• Support effectively the assessment and mitigation of venture support delivery risks including staff, non-staff and key stakeholder management.

• Work with the interpersonal and political dynamics within their operating environment, understanding the need to positively create and support relationships and networks.

• Support effectively a culture of equality, respect and recognition through teamwork that values cross-boundary sharing of resources, knowledge, skills and experience.

• Seek opportunities to address constructive feedback on the experience of clients of the venture support services and more widely from other key stakeholders.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form:

• A degree or related (or equivalent) work experience.

• Track record of continuing professional development (CPD).

• Experience in providing support for service design, development and delivery in a higher education, research or practice setting.

• Experience in providing administrative support for innovation, entrepreneurship, venture creation or business growth.

• Relevant experience in a similar or related role in a world-class institution.

• Excellent planning skills.

• Excellent team working ability.

• Excellent relationship management skills.

• Financial management.

• Exemplary aural, verbal and written communication.

• Diplomacy, social and political awareness.

• Managing challenge, conflict and composure under pressure.

• Managing confidentiality, cultural sensitivity and diversity.

• Contemporary ICT skills (including data protection and privacy).

• Some UK travel and weekend working.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £29,176–£34,804 per annum.
This is a fixed term role for one year in the first instance.

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. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

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 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 14 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

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

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) 339637 or by email on 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.