JOB TITLE: INTERNSHIP PROGRAMME PROJECT MANAGER, CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE (FIXED TERM)

REPORTS TO: CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE CENTRE MANAGER

Background

Cambridge Judge Business School (CJBS) is a world-class business school at the heart of the University of Cambridge. The Business School offers predominantly postgraduate degrees in management, finance, technology policy, and its full-time MBA programme is highly ranked in the world by the Financial Times.

Established in January 2015, the Cambridge Centre for Alternative Finance (CCAF) is an international and interdisciplinary research centre dedicated to the study of alternative finance, focusing on new financial instruments and channels of finance emerging outside of the traditional financial system in the areas of alternative financing channels, alternative approaches to credit analytics and alternative payment systems. The purpose of the CCAF is to provide academic thought leadership, evidence-based policy output and industry practice insights to improve global business practice in all aspects of finance. In addition to the focus on research and its dissemination to academics, businesses and policymakers, the Centre has a teaching agenda, delivering executive education courses, developing teaching material, both traditional and online, and developing lecture courses for the MBA and other business school programmes, as well as for programmes elsewhere in the University.

The role

The role holder acts as the solely accountable project manager for an externally funded Inclusive Fintech Internship Programme. The programme is funded by one of CCAF’s partners Catalyst Fund (CF), an inclusive fintech accelerator. The main aim of the programme is to:

• fill gaps in design, product management, technology, and data skills in the CF’s portfolio of start-ups in their priority markets;

• prove the viability of careers within the fintech sector for students and young professionals in emerging markets.

The individual then is expected to work closely with the partner to deliver the programme’s funding obligations; maintain, improve and develop new processes to ensure the programme’s efficacy; engage with current and find new partners within higher education institutions and the wider fintech ecosystem; to attract talent; support the intern community and carry out an external evaluation.

Main responsibilities

Main responsibilities lie in delivering agreed outputs for the Inclusive Fintech internship Programme:

• To hire a minimum of ten interns before the end of December 2021.
• Provide continuous support to the internship community.
• Deliver a minimum of three training sessions before the end of December 2021.
• Develop a communication tool to promote the programme and attract target audiences.
• Procure and manage external evaluation by the end of March 2021.
• Identify and develop a relationship with two higher education partners per priority market.

Project management

• To solely project manage the internship programme to successfully deliver the contracted funding obligations.
• Development of new processes; attraction of the desired talent in priority markets; provision of support to the interns and the fintech portfolio and collaboration with the funding partners to further improve the programme.
• Manage all project documentation (contract, project plan, financial) and develop and improve management systems and processes to ensure quality and audit trails are maintained.

Processes

• Creation of an internship programme model to effectively run the current programme, secure additional funding and/or to replicate the programme internally.
• Maintainance, improvement and development of new processes to ensure the efficacy of the model. This will include but not be limited to development of new templates (job descriptions, interview guide for fintech start-ups, intern case study, entry and exit questionnaires, shortlisting score cards, fintech questionnaires); intern support framework (onboarding calls; one to ones; training sessions) and supporting the portfolio of fintechs with the running of the internship scheme.

Recruitment and onboarding

• Responsibility for recruitment, onboarding and supporting the interns throughout the programme.
• The project manager liaises with CJBS's Online Communications team to post all vacancies and puts forward the shortlisted candidates to CF.
• Conduct interviews along with partners and sources appropriate CCAF internal personnel to assist with technical requirements of any roles.
• Responsible for the onboarding of all interns and provision of continuous confidential support throughout the programme (one to ones; entry and exit questionnaires; case studies).
• At the outset of each new cohort, the project manager co-delivers a training session with funding partners and organises regular training sessions with data insights for the intern community throughout the programme.

Business development

• Execute an agreed partnership strategy to identify two partners in each priority market.
• Development of a relationship between the partners and the CF to provide a steady supply of talent to the fintech portfolio.
• Responsible for all business development activities to attract suitable partners within higher education institutions, business and fintech accelerators and the wider fintech ecosystem.
• Maintain and develop new relationships with multilateral institutions, philanthropic funders, development banks, academic institutions and nongovernmental organisations.

Project management and monitoring

• Meet with funding partner on a weekly basis, and be responsible for data gathering and analysis, production of a monthly progress report and an internal post-project evaluation report.
• Scope, procure and oversee a mid-programme external evaluation and implement any recommendations.
• Monitor project expenditure against budget using the university financial system, authorise expenditure against budget, report on project finances, process expenses claims and invoices, raise purchase orders, procure equipment and services in accordance with University financial procedures and financial regulations.

Communication

• Develop a communications strategy to promote the programme to various audiences.
• Determine the appropriate media and liaise with the Centre’s Communication Manager to maintain and update the CCAF’s website. Prepare promotional materials, organise and promote project publicity events and seminars, disseminate information using appropriate media.
• Represent the University at relevant events, play an active role in disseminating the CCAF’s activities to current and potential funders, partners, the internship community and the wider fintech ecosystem at a regional and global level.

The person

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:

• Post-graduate degree level or level 6 vocational qualification.
• Extensive human resources experience.
• Proven project management experience and skills.
• Proven business development experience.
• Proven experience in strategy development and implementation.
• Experience working in or working with multilateral institutions, governments, philanthropic funders, development banks, academic institutions and nongovernmental organisation.
• Experienced user of Microsoft Office.
• Excellent written and verbal communication skills and interpersonal skills.
• Ability to recruit and support (remote) team members effectively.
• Ability to develop new programme models.
• Ability to negotiate partnerships.
Benefits

This is a full-time position working 37 hours per week. There will be a six-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.

This is a fixed term appointment 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 29 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.