JOB TITLE:  MENTOR-IN-RESIDENCE (FIXED TERM, PART TIME)

REPORTS TO:  HEAD OF PRACTICE, ENTREPRENEURSHIP CENTRE

Background

The role of Mentor-in-Residence functions as part of Cambridge Judge Business School’s (CJBS) Entrepreneurship Centre (EC) at the University of Cambridge (UoC). The EC’s mission is focused on advancing education, research, and practice: 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; to enhance the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond.

The role holder is responsible for leading (in co-operation with other Mentors-in-Residence) a community of high-calibre practitioners that deliver the business coaching, mentoring, and continuing professional development needs for participating innovators, entrepreneurs and executive leadership and management teams across all EC programmes including Education, Research, Ventures, and the Practice itself. They will work closely with the Head of Practice and others in the community of practice.

The role

Working in close consultation with the Head of Practice, the purpose of the role is to manage all aspects of external practitioner engagement including to

- research, reach, recruit, retain and refresh suitable practitioners in the community of (remunerated) coaches and (voluntary) mentors
- manage the full lifecycle of their engagement with the Entrepreneurship Centre (including managing their service performance and/or loyalty and affinity)
- design, develop and deliver this process using appropriate platform(s) to match demand to supply of relevant practitioner knowledge, skills and experience
- assist in the design, development and delivery of relevant professional development interventions for the Entrepreneurship Centre’s education, research, venture and practice based programmes, including engagement with key external stakeholders (e.g. professional services, industry, investors).

The Mentor-in-Residence is a part-time role (up to 0.5FTE) that affords the role holder the flexibility to continue to pursue their own external business interests, as well as provide individual coaching or mentoring to clients of the Entrepreneurship Centre alongside other practitioners they commission for this purpose.
Main responsibilities

- Work closely with the Head of Practice to translate the agreed strategy into operational plans to deliver practitioner coaching, mentoring and continuing professional development (CPD).
- Agree goals, targets and processes with the Head of Practice which lead to exemplary service delivery of all coaching, mentoring and CPD supported by the community of practice.
- Build and maintain a contemporary community of practice and develop trust, confidence and loyalty in both practitioners and programme participants they serve.
- Make informed decisions on investing coaching, mentoring and CPD budget, taking note to seek timely guidance from the Head of Practice and address arising issues.
- Work closely with the Head of Practice to engage relevant external stakeholders and ensure that others in the community of practice do so in a coherent manner.
- Collect, analyse and report high quality management information on the community of practice, building intelligence to help identify opportunities for continuous improvement.
- Assess and manage effectively service delivery risks in terms of practitioners and related external stakeholders, ensuring compliance with relevant internal and external policies and practice.
- Gain co-operation and trust of the community of practice and related stakeholders across multiple groups, establishing rapport and developing and maintaining an effective network.
- Develop a culture of equality, respect and recognition, creating and fostering teamwork that values cross-boundary sharing of resources, knowledge, skills and experience.
- Design, develop and deliver the EC's practitioner recruitment, review and development process to ensure a healthy pool of practitioners consistent with CJBS and UoC guidelines.

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:

- Relevant undergraduate or postgraduate degree.
- Track record of continuing professional development (CPD).
- Experience in leading innovation, entrepreneurship, venture creation or business growth.
- Experience in managing multi-sector expert communities of practice.
- Experience in delivery of business coaching, mentoring and other support for early-stage and later stage innovators and entrepreneurs.
- Experience in service design, development and delivery in a world-class higher education, research or practice setting.
- Experience in commercialising intellectual property derived from science, technology, medical, business or other relevant fields.
- Strategic and operational planning skills.
- Business coaching and mentoring experience.
- Teamwork and supporting high performing teams.
- People, partnership and relationship management skills.
• Project and programme management skills.
• Financial and contract management.
• Persuasion, influencing and negotiation skills.
• Exemplary aural, verbal and written communication.
• Diplomacy, social and political awareness.
• Ability to manage challenge, conflict and composure under pressure.
• Experience in managing confidentiality, cultural sensitivity and diversity.
• Experience in risk management and mitigation.
• Contemporary ICT skills (including data protection and privacy).
• Some UK and international travel, weekend working and/or overnight stays on business.

Benefits

This is a part-time position working 18.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays, pro-rated for part time staff. The salary will be in the range £41,526-£52,559 per annum, pro-rated for part time staff.

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 31 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.