

**JOB TITLE: PROGRAMME COORDINATOR, CAMBRIDGE CENTRE FOR
ALTERNATIVE FINANCE (FIXED TERM)**

**REPORTS TO: CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE LEAD IN
REGULATION AND POLICY**

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 programmes at the Business School, as well as for programmes elsewhere in the University.

The role

The role holder will co-ordinate the efficient running of the CCAF's Capacity Building and Education (CB&E) programme. The role will support the team in the execution of the programme's strategy which aims to provide a range of forthcoming online and in-situ fintech and regulatory innovation programmes for financial regulators, policy makers, the financial services industry, and swell as the development of finance institutions and professionals.

Main responsibilities

The purpose of the role is to provide the day-to-day administrative support and to manage processes and communications between the relevant stakeholders in the delivery of the Capacity Building and Education programme and to ensure its smooth running.

- Provide overall day to day co-ordination of the programme.
- Establish, develop and maintain appropriate administration systems and procedures to help ensure the programme runs to time, to budget and to the required quality standards.
- Co-ordinate activities to support the programme's various stakeholders.

- Oversee the set up and running of various activities and tasks of the programme.
- Maintain a database of programme activities and contacts, prepare information for the team, conduct inductions to others in or outside the team, handle programme enquiries.
- Maintain communications, co-operation and exchange of information with stakeholders. Receive and disseminate programme information as required, provide regular updates on programme activities using electronic newsletters and other communication channels.
- Manage stakeholders and activities to ensure high programme quality and efficacy.
- Maintain and keep up to date information on programme activities.
- Maintain the programme database and update information on a regular basis, liaise with the Centre's Communication Manager to update the website, maintain and update records and documentation, and develop and implement reporting procedures.
- Carry out data analysis on aspects of the programme.
- Gather, analyse and present data to inform and assist the programme lead with project plans, continuous programme evaluation and the strategic development of the programme.
- Enhance operational procedures needed to support such development effectively, prepare reports for funders and stakeholders as required.
- Carry out programme's publicity and marketing. Contribute to the development and implementation of programme communications strategies. Take a lead in developing content and maintaining the programme's website.
- Liaise with the Centre's Communication Manager to provide promotional materials, organise and promote events and seminars and disseminate information using appropriate media.
- Act as secretary to the programme director and steering group, manage diaries, book rooms, prepare agenda and papers, take minutes, prepare reports for programme leaders and committees, follow-up on action points.
- Provide financial management and administration.
- Design and manage effective financial management systems, monitor expenditure against budgets, authorise expenditure, report on finances, process expenses claims and invoices, raise purchase orders, procure equipment in accordance with University financial procedures and financial regulations.

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:

- Educated to degree level or have level 6 vocational qualification or equivalent level of practical experience.
- Experience working in an administrative or project management role.
- Excellent organisational skills.
- Excellent communication and interpersonal skills.

- Demonstrate advanced knowledge of programme co-ordination involving a critical understanding of relevant theory and principles.
- Experienced user of Microsoft Office.

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 £29,614-£35,326 per annum.

This is a fixed term appointment until 31 July 2022 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 8 December 2021.

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.