JOB TITLE:  PROGRAMME MANAGER, CAMBRIDGE DIGITAL ASSETS PROGRAMME (FIXED TERM CASUAL CONTRACT)

REPORTS TO:  CAMBRIDGE CENTRE FOR ALTERNATIVE FINANCE

Background

The Cambridge Centre for Alternative Finance (CCAF) is a multidisciplinary research institute established within Cambridge Judge Business School, University of Cambridge. The CCAF is an internationally renowned centre of excellence, noted for its pioneering market and regulatory research in alternative finance. In addition to its research, the Centre has developed leading initiatives in the regulation of alternative finance, including digital tools and capacity building and education programmes that focus on providing an evidence-base for policymakers and regulators in order to make more informed decisions on alternative finance/fintech.

Building on its impactful digital assets research, the CCAF announced a new multi-year research programme in March 2022 to bring more transparency to the digital asset ecosystem. The Cambridge Digital Assets Programme (CDAP) aims to provide the datasets, tools, and insights necessary to facilitate a balanced public dialogue among key decision makers about opportunities and risks of digital asset activities, with the ultimate objective to help inform evidence-based policymaking and regulation.

To this end, CDAP was launched in collaboration with 16 leading public and private institutions that represent different verticals of the financial and development sectors. CDAP research collaborators provide financial support as well as directional input and guidance throughout the programme via a series of steering sessions, research workshops, and remote collaboration engagements. The CCAF is now opening a new position of CDAP Programme Manager to manage the day-to-day operations of the programme and co-ordinate stakeholder engagement across the research team and supporters. The position is initially limited to 12 months (three-month probation period), with the possibility to extend into a longer-term assignment.

Programme Manager

Role overview

- Co-determine the efficient allocation of work resources and skills within the programme’s different projects.

- Manage and co-ordinate communications with all stakeholders, and in particular foster and maintain positive relationships with CDAP supporter institutions as their primary point of contact.

- Prepare and manage shared digital workspace and logistics of working groups to facilitate meaningful interactions between CCAF research staff, guest experts, and supporter institutions.
• Regularly organise, schedule, prepare, and help facilitate joint steering/review and working sessions between CCAF research staff, guest experts, and supporter institutions.

• Work with CCAF research team to draft, edit, and review relevant material (e.g., emails, agenda, session slides, meeting minutes, polls, and questionnaires) for external engagement.

• Gather and record feedback/input to understand stakeholder needs and provide advice/guidance on how to improve engagement strategy.

Person specification

• Excellent written communication skills in clear and precise business English, being a native English speaker.

• Demonstrable operational skills with the ability to effectively manage and organise multiple projects and groups at the same time.

• Relevant experience in stakeholder and/or project management.

• A problem-solving aptitude, demonstrating self-initiative to proactively identify and address issues without the need for extensive guidance or instructions.

• Excellent attention to detail and interpersonal skills, with an ability to empathise and relate to colleagues and partners, and know how to navigate – and resolve – challenging situations with conflict risk, making people feel valued and heard.

• Good verbal communication skills, being able to clearly express and present concepts, ideas, and facts verbally in an engaging way.

• Proficiency in Microsoft Office and project management software (e.g., Wrike).

• You must be based in the UK and have the right to work in the UK.

Desirable skills:

• Relevant experience in a similar role, particularly in the context of dealing with multiple unrelated stakeholders that have varied profiles and interests.

• Previous experience working with public and private financial sector institutions.

• Basic knowledge and understanding of digital assets and the blockchain ecosystem, particularly in terms of commonly used jargon and as it relates to digital financial services.

• Experience of presenting to a wide and a diverse audience.

Benefits

The benefits are as follows:

• The salary is in the range of £31,406 - £40,927 per annum.

• Initially a 12-month casual worker contract via the University Payment System (UPS).

• Engage with senior regulators and policymakers working on the most pressing topics in financial regulation.

• Develop an innovative product within the support of a leading Business School.
Application arrangements

You must have the right to work in the UK.

Please apply for this position by sending your resume, a cover letter, and any supporting materials to Digital Assets Lead Michel Rauchs by email on m.rauchs@jbs.cam.ac.uk, with Sara Coupe added in copy s.coupe@jbs.cam.ac.uk.

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.

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 by email on hr@jbs.cam.ac.uk.