**JOB TITLE:** PROGRAMME COORDINATOR, CAMBRIDGE SOCIAL VENTURES  
(FIXTED TERM, PART TIME)

**REPORTS TO:** EXECUTIVE DIRECTOR, CAMBRIDGE SOCIAL VENTURES

**Background**

Established in 2015 and funded by Sir Harvey McGrath, Cambridge Social Ventures (CSV) is a core element of the Cambridge Centre for Social Innovation (CSI) at Cambridge Judge Business School (CJBS). CCSI acts as a platform for research and engagement with social innovators, academia, and policy in UK and across the world. Its primary focus is to understand, promote, and engage with social innovators and create and support social ventures and projects.

Within CCSI, CSV supports a wide range of entrepreneurs to start, grow and scale businesses that have positive social and environmental impacts. We have directly supported more than 1,000 social entrepreneurs from across the world – from fashion to farming, prosthetics to prisons. Our practical support is rooted in the team’s deep experience in the social sector, starting and growing organisations that make a real-world impact.

CSV currently offers a range of programmes throughout the year including Social Venture Weekends, a 12-month Incubator programme, the Cambridge Prize for Social Innovation, and a number of short workshops. CSV contributes extensively to the teaching of the Centre’s MSt in Social Innovation as well as contributing to other programmes at the University of Cambridge.

**The role**

The Programme Coordinator position is an exciting role at Cambridge Social Ventures. Reporting to the Executive Director, the Programme Coordinator organises and co-ordinates the delivery of CSV’s core programmes. Organisational, planning and communication skills all play a key part of the role. The role holder is part of a small, dynamic CSV team to deliver the CSV strategy. The ideal postholder will have confidence to work independently under the guidance of the Executive Director and will also have collaborative skills as a team player, contributing to the broader aims of the Cambridge Centre for Social Innovation.

The role holder ideally has a detailed understanding of the work of Cambridge Social Ventures and the social entrepreneurial ecosystem.
Main responsibilities

Programme co-ordination

- Overall day-to-day co-ordination of CSV programmes. Ensure delivery of CSV programmes following the appropriate administrative processes and procedures so that programmes run to time, to budget and to the required quality standards, including our emphasis on equity, diversity and inclusion. Contribute to the establishment and continuous improvement of related administrative processes and procedures.
- Attend and ensure the smooth running of CSV programmes, acting as host during virtual and face-to-face trainings and events.
- Participate in the application process for social ventures to CSV’s programmes: reading and assessing applications; making recommendations to the Head of Social Ventures and Executive Director; maintaining and contributing to improving the selection process.
- Co-ordinate the CSV Incubator syllabus: co-ordinate selection, scheduling and organising of faculty and guest speakers; arrange kickoff and monthly training sessions.
- Manage entrepreneur-focused communications: engage with participants in keeping with our supportive, personalised approach; respond promptly to their queries, sourcing information and referring to other members of the team as required; moderate our online community. Recommend and implement ways to strengthen our social venturing community of practice.
- Handle and resolve enquiries from potential participants, referring to other team members as required.
- Work with other CSV staff to ensure venues, catering, transport and accommodation are booked, as required.
- Cambridge Social Innovation Prize (CSIP): Liaise with Trinity Hall and the Funder to deliver CSIP programme. Prepare and deliver related marketing and communications in collaboration with CCSI Engagement. Liaise with prize applicants, co-ordinate the selection process, liaise with the Judging Panel, manage the prize disbursement and CSV support of prize winners.
- Contribute to and support the development of new CSV projects and products in collaboration with other members of the CSV and CCSI team.
- Provide various administrative and general support to the Executive Director, or any others designated by the Executive Director, in relation to aspects of organising and maintaining CSV programmes.

CSV communication and marketing

- Deliver CSV’s marketing and communications strategy: contribute to its development; develop and implement marketing and communications plans for CSV’s different programmes.
- Co-ordinate CSV programme marketing and promotion (including marketing and promotion of short workshops, events, etc): prepare promotional materials, press releases; ensure marketing and promotional tasks are satisfactorily completed on schedule; working with the CSV Executive, target marketing to reach communities and individuals who may not traditionally seek support from programmes offered by the University of Cambridge.
- Provide draft content (digital and print) highlighting the work of CSV and its social ventures; work with the CSV and CCSI teams on collaborative content.
• Maintain and update CSV websites and marketing, information and promotional materials, creating new or revising existing content on a regular basis.
• Create content and post appropriately across CSV social media; report on CSV social media (analytics) and suggest changes for improvement.
• Maintain up-to-date media contact list.
• Liaise with the PR team at CJBS and other relevant stakeholders to maximise appropriate media coverage and to deliver on the above.

Finance

• Support the Executive Director to monitor and report on overall CSV programme expenses and budgets and to maintain effective financial management systems.
• Monitor expenditure against programme budgets, report on programme related finances.
• Authorise programme related expenditure up to £1,000, process expenses claims and invoices, raise purchase orders, procure equipment in accordance with University financial procedures and financial regulations.
• Work with other CSV and finance staff to ensure timely invoicing of participants, if required.

Data and reporting

• Establish and maintain systems to record and track outcomes of ventures, keeping evidence of progress made and impacts achieved including financial and non-financial metrics.
• Contribute as required to gathering and presenting data for reports showcasing CSV’s impact.
• Gather, analyse and present data for documents showcasing CSV’s impact and to inform and assist the Executive Director with CSV strategic development, organisational effectiveness and the preparation of funding proposals and reports to funders and other stakeholders.
• Monitor and carry out data analysis of activity on our online platform.
• Social media analytics.

Other

• Provide support to the Executive Director to organise the activities of eg the University Social Innovation Network.
• Actively contribute to process and practice improvements at CSV, reflecting on what works and suggesting improvements.

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/Level 6 vocational qualification or equivalent level of practical experience.
• Significant experience planning, organising and co-ordinating programme delivery, ideally in a social venture context. The ideal candidate will have experience working both within the social sector and within a large institutional context such as a university.

• Experience creating marketing/comms materials including content for websites, social media, print and digital content. Demonstrable evidence of marketing and communications skills, including social media.

• Experience with financial management (managing and monitoring programme budgets) and preparing financial reports.

• Experience with data gathering and analysis; information gathering and synthesis for reporting and proposal development.

• Experience working with diverse internal and external stakeholders, such as senior academics and administrative staff.

• Proven organisational skills for programme delivery, ideally in a social venture context.

• Excellent oral and written communication skills. Ability to deal sensitively and fairly with applicants. Ability to provide timely, appropriate and nuanced responses to enquiries from entrepreneurs. Ability to communicate with discretion and tact when working with ventures from other cultures.

• Financial management skills to enable budget tracking and reporting, authorisation of payments and other finance tasks.

• Proficiency in Excel, PowerPoint and Word (Microsoft Office 365). Ability to learn/use systems as required in support of role responsibilities, eg Qualtrics, Moodle, Dynamics, Simplicity and other bespoke systems.

• Excellent IT skills, including the ability to set up and/or maintain databases and web pages.

• Maturity, good judgement and commitment to discretion and confidentiality.

• Friendly and approachable manner in dealing with visitors, guests and stakeholders.

• Proven problem-solving skills and initiative.

• Ability to multi-task, prioritise and the confidence to make decisions and work independently as well as part of a team.

• Appreciation of and ability to work within the institutional constraints of University regulations, procedures and bureaucracy.

• Empathy with the work of CSV and its social entrepreneurs. Demonstrable personal commitment to the work of social entrepreneurs.

• Attendance at periodic evening and weekend events.

• Familiarity with social innovation.

Benefits

This is a part-time position working 29.2 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays, full time equivalent. The salary will be in the range £27,116 - £31,406 per annum, full time equivalent.

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 17 July 2022.**

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.

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. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.