

Cambridge Judge Business School Executive Education

Learning Content Editor

Closing date: Wednesday 25 March 2026

www.jbs.cam.ac.uk/executive-education

JUDGE BUSINESS SCHOOL



UNIVERSITY OF
CAMBRIDGE
Judge Business School

Executive Education

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Executive Education at Cambridge Judge Business School

JBS Executive Education Ltd (JBSEEL) is a limited company wholly owned by the University of Cambridge and based in Cambridge Judge Business School (CJBS).

Our commercial activities include a calendar of scheduled programmes and executive learning open to anyone at the requisite level in their career (Open Programmes), and a comprehensive suite of bespoke programmes designed to address the specific learning and strategic needs of organisational clients (Custom Programmes). Across our entire portfolio we offer an exciting mix of immersive and innovative face-to-face, live online, and digital learning experiences. JBSEEL is also home to The Psychometrics Centre, a multidisciplinary research institution specialising in all forms of psychological assessment.

Our academically rigorous programmes are led and delivered by CJBS's world-leading faculty at the University of Cambridge. Our content stems from their latest cutting-edge research, and we draw upon the strengths and resources of the wider University of Cambridge and the Cambridge ecosystem including senior industry practitioners and specialists who bring theory to life with lived examples and case studies. Our programmes make a lasting impact on our clients and deliver transformative learning experiences enabling them to make a real difference upon returning to their role, across all layers of their organisation.

JBSEEL at Cambridge continues to innovate and grow across some of CJBS's most important and meaningful areas of research, including environmental, social and governance (ESG), strategy, leadership, and competitiveness and alternative finance. In addition to this, as of March 2024 we are proud to be a certified B Corp, showcasing our commitment to meet high standards of social and environmental performance, transparency, and accountability. Through our products, practices, and profits, we aspire to do no harm and benefit all. These commitments are aimed towards not just our clients and participants but also our staff, our wider community and the planet. Furthermore, CJBS are proud recipients of the Athena Swan Bronze Award, to recognise its commitment to gender equality.

We are a growing team of approximately 85 members of full-time, part-time, permanent, temporary and contract staff. We foster an inclusive and supportive environment where everyone can thrive, whatever their background, identity or working style.

Each member of our diverse and competent workforce has a purpose, contributing to our organisational development, and supporting our clients, people, culture, and growth. Together, **we change leaders who change the world.**

Learning Content Editor

As a **Learning Content Editor**, you will **change leaders who change the world** by providing dedicated editorial and quality assurance support across the development of online learning content at a leading business school.

Job overview:

JBSEEL is committed to empowering learners through immersive, flexible, and dynamic learning solutions. The next step in our journey to broaden access to executive education is by developing a new digital product. The product is not only designed to generate income for the School but also to broaden our reach to organisations and sectors that may not traditionally engage with executive education, such as charities, NGOs, and non-profit organisations. By offering flexible, accessible, and affordable learning solutions, this initiative allows Cambridge Judge Business School to extend its educational impact to a wider audience and develop meaningful relationships with diverse communities.

As a B Corp certified institution, JBSEEL is committed to balancing purpose and profit. This product supports our B-Corp mission by enabling the School to have a positive impact on society through education. By reaching organisations with social and environmental missions, we are helping drive meaningful change in line with our commitment to responsible business practices and sustainable development.

The role is responsible for editing and refining drafts for clarity, structure, tone, and flow, ensuring alignment with our in-house style and British English standards, and maintaining coherence across modules and programme series. Acting as a key quality checkpoint within the development process, the post holder will apply both structured AI-supported reviews and strong human editorial judgement to identify repetition, inconsistencies, weak transitions, and ambiguities that could undermine learner understanding. They will also review learning activities and module elements to ensure narrative continuity and conceptual alignment, prepare clean platform-ready layouts, advise on structural or visual enhancements where appropriate, and deliver fully polished content that is ready for upload without further editorial intervention.

Main responsibilities include:

- Editorial quality assurance
- Style and language compliance
- Programme-level coherence
- Structural editing for learner journey
- Repetition and redundancy reduction
- Clarity and comprehension review
- Editorial review of learning elements
- AI quality agent review
- Formatting and layout consistency
- Visual support recommendations
- Final delivery readiness
- Any other appropriate duties relevant to the role

We welcome applications up until 23:59 on Wednesday 25 March 2026.

Start date:

ASAP

Salary:

£33,361-£41,474 per annum

Contract:

2 year fixed-term contract

Working pattern:

Full-time, 40 hours per week

Location:

Hybrid:
 Trumpington Street,
 Cambridge | Remote

Department:

Digital

Reports to:

Melendra Sanders |
 Digital Publishing and Resource
 Manager

Key Responsibilities

Main responsibilities

- **Editorial Quality Assurance:** Edit and proofread learning content to ensure clarity, flow, consistency, and accuracy, applying a high standard of grammar, sentence structure, and tone throughout.
- **Style and Language Compliance:** Ensure all content aligns with our in-house style guidelines, including consistent application of British English spelling, punctuation, formatting, and terminology.
- **Programme-Level Coherence:** Review content across modules and programme series to ensure narrative continuity, consistent learner experience, and alignment of key concepts and messaging.
- **Structural Editing for Learner Journey:** Apply a learning-design-aware lens to content structure, recommending refinements that improve pacing, readability, and progression through the module.
- **Repetition and Redundancy Reduction:** Identify unnecessary repetition across content and recommend consolidation or refinement to strengthen impact and improve learner engagement.
- **Clarity and Comprehension Review:** Flag ambiguous phrasing, weak transitions, or unclear explanations that could undermine learner understanding, proposing precise improvements where required.
- **Editorial Review of Learning Elements:** Apply an editorial lens to interactive and reflective learning elements to ensure they are clear, purposeful, appropriately proportioned, and aligned with the intended learning journey.
- **AI Quality Agent Review:** Run predefined AI quality agents as part of the editorial workflow, applying human editorial judgement to determine what should be amended, refined, or retained.
- **Formatting and Layout Consistency:** Maintain formatting and layout consistency when applying edits, ensuring content remains aligned with established templates and presentation standards across modules.
- **Visual Support Recommendations:** Suggest optional imagery, diagrams, or simple visual devices where these would meaningfully support comprehension, recall, or learner engagement.
- **Final Delivery Readiness:** Produce polished final deliverables that require no further editorial intervention, ensuring content is fully consistent, quality assured, and ready for upload within agreed timelines.
- **Additionally:** Contribute effectively to JBSEEL values and team activities and participate in and contribute to special projects where relevant

Person Specification

Education and qualifications:

- Graduate level qualification in English, Communications, Education, Publishing, or a related discipline, or equivalent professional experience.
- Formal training or demonstrable experience in editing, proofreading, publishing, or content quality assurance.

Skills and experience:

Essential

- Demonstrable experience in an editorial, content, publishing, or quality assurance role, ideally within online education, higher education, or professional learning environments.
- Exceptional written English and editorial judgement, with strong knowledge of grammar, tone, structure, and British English conventions.
- Proven ability to edit learning material for clarity, coherence, and accessibility without diluting intellectual rigour.
- Experience applying style guides consistently and maintaining content integrity across multiple documents or series.
- Strong structural editing skills, with the ability to identify repetition, weak transitions, conceptual gaps, and inconsistencies across longer-form content.
- High level of attention to detail and the ability to manage multiple modules or workstreams while meeting deadlines.
- Proficiency in Microsoft Office (particularly Word), collaborative platforms (e.g. Teams or Zoom), and digital content workflows.
- A proactive, solution-oriented mindset and a strong commitment to maintaining high editorial standards.

Desirable

- Experience reviewing learning or instructional content with an understanding of learner journey, pacing, and engagement principles.
- Confidence working with AI-supported editorial tools or generative AI systems, applying critical judgement to evaluate and refine outputs.
- Professional judgement, discretion, and the ability to work collaboratively in a fast-paced, evolving digital education environment.

Our Values



We embody
**WORLD-LEADING
EXCELLENCE**



We have and
encourage a
**GROWTH
MINDSET**



We make others
GREAT,
always



We are positive and
**SOLUTION-
ORIENTED**



We are better
TOGETHER

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Our behaviours

- We challenge ourselves to be the best in Executive Education.
- We benchmark against the best in the world to reflect best practice and continual improvement in everything we do.
- We are constantly exploring and implementing new ideas, opportunities and efficiencies.
- We lead change to grow at pace.
- We embrace innovation that brings personal, professional and financial growth.
- We have the courage to experiment and think big.
- We actively celebrate the success of others as a collective achievement.
- We challenge each other because we want everyone to reach their true potential.
- We empower and support each other to achieve greatness.
- We reframe challenges through a positive mindset.
- We challenge each other to be constructive and propose solutions.
- To be our best professional selves, we each need to prioritise and nurture our wellbeing and boundaries.
- We recognise and value every colleague's role in achieving success for us, our business, clients, and faculty, and focus on outputs that contribute to this.
- We understand and believe in JBSEEL's strategy and values, recognising and being accountable for our role in achieving them.
- We are reliable and trusted partners to all stakeholders, delivering our agreed outputs on time.

The University and Living in Cambridge

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

Relocation Support

We recognise the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to join our team. For further information, please visit: <https://www.accommodation.cam.ac.uk/RelocationService/>.

For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free **visa loan scheme** for current and prospective staff (and their dependents), to help with meeting the cost of obtaining a visa.

Our mission is to contribute to society through the pursuit of education, learning and research at the highest international excellence.

Our core values are:

- Freedom of thought and expression; *and*
- Freedom from discrimination

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge.

The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties and has a database of private sector accommodation available for short and long-term lets.

For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk>.

Benefits

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, JBS Executive Education Ltd is a great place to work. Although we are a separate entity, we are wholly owned by the University of Cambridge and mirror their wide range of competitive benefits and services, along with some additional extras. We give access to numerous discounts on shopping, health care, financial services and public transport. We also offer a generous workplace pension and a tax-efficient bicycle scheme. As well as this, our teams benefit from extensive opportunities for training and development, as well as access to a range of social and family-friendly activities within and outside of JBS Executive Education Ltd.

Key benefits include:

- A generous **annual leave** allowance of 33 days plus bank holidays (pro-rata for part-time staff and those joining or leaving the company within the year).
- Enhanced **family and other leave**, which includes: maternity leave of 26 weeks at full pay, paternity leave of 12 weeks at full pay, neonatal care leave of up to 12 weeks at full pay, up to 5 days per year of emergency leave, discretionary compassionate leave, 1 day of volunteering leave and up to 1 hour every 3 months to donate blood.
- Yearly **pay reviews**, mirroring the University of Cambridge's annual cost of living increase, as well as performance-related pay and two bonus schemes (general staff and sales).
- An attractive **pension scheme**, which for most staff is the USS pension scheme with a total contribution of 20.6%.
- The **Food Revolution App** allows all employees 1 free hot drink from our subsidised café per day.
- Regular **social activities**, including yearly Summer parties and Christmas lunches, as well as other activities throughout the year such as celebrations of the Chinese New Year, Halloween, Thanksgiving, sports activities, wreath making, tours of Cambridge and more.
- Various forms of **personal and professional development**, including a £500 per person per year individual training budget, as well as opportunity to present business cases for higher cost training, a mentoring scheme, places on our Open Programmes, opportunity to participate in Executive Coaching and our internal academies, access to Blinkist, LinkedIn Learning, and a Learning and Development team.

CAMBENS employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens, which we are able to access. CAMbens offers something for everyone across a range of categories, including:

- **Financial Benefits**, including discounts and vouchers at hundreds of retailers, a TOTUM card, Costco membership and a Payroll Giving scheme;
- **Travel Benefits**, including a Cycle to Work scheme, Dr Bike repair sessions, discounts on bus and train tickets and interest-free Travel to Work loans;
- **Family Friendly and Lifestyle Benefits**, including support with childcare in the form of workplace nurseries and playschemes, family friendly policies, and access to the Botanic Gardens, Museums, Colleges and a variety of other activities across Cambridge;
- **Health and Wellbeing Benefits**, including a University Staff Counselling Service, Occupational Health service, discounts at the University Sports Centre and other local gyms, and healthcare schemes.

Terms of Appointment

Tenure and probation:

This is a fixed-term appointment, available for an initial period of 2 years. Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of work and working pattern:

The hours of work for the position are full-time, 40 hours per week. This is a hybrid role, with a current company-wide requirement of a **minimum** of two working days from our office in Cambridge. However, the successful candidate will be expected to attend the office more regularly than this should business demand require. Nevertheless, we understand the importance of flexibility in managing work-life balance; our structure includes flexible working hours to accommodate individual needs and preferences.

Pension:

The majority of employees will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: <https://www.pensions.admin.cam.ac.uk/>.

Annual leave:

Full-time employees are entitled to annual paid leave of 33 days per annum plus 8 days of public holidays. For new and part-time employees, annual leave will be pro-rata based on days worked.

Pre-employment checks**Right to work in the UK:**

We have a legal responsibility to ensure that you have the right to work within the UK before you can start working for us. If you do not have the right to work within the UK already, any offer of employment we make to you will be conditional upon you gaining it.

References:

Offers of appointment will be subject to the receipt of satisfactory references.

Health Declaration:

Once an offer of employment has been made, the successful candidate will be required to complete a work health declaration form.

Equality of Opportunity at the University

Equality and Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society.

All appointments are made on the basis of merit. 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. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, the Disabled Staff Network, the Race Equality Network and LGBT+ Staff Network. More details are available here: <https://www.equality.admin.cam.ac.uk/>.

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena Swan award recognises and celebrates good practice in recruiting, retaining and promoting women.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, within your application. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact **Elle McGregor, HR Advisor**, who is responsible for recruitment to this position via: e.mcgregor@jbs.cam.ac.uk.

How to apply

If you ...

Embody **world-leading excellence**

Have and encourage a **growth mindset**

Make others **great**, always

Are positive and **solution-oriented**

Believe we are better, **together**

... and would like to join our team to contribute to our mission of **changing leaders who change the world**, we would love to hear from you!

Applications should be submitted in the form of a CV and cover letter detailing how your skills and experience match those listed in the person specification. We encourage you to apply for this role even if you do not match every attribute listed on the job description. As an education provider, we are keen to support onboarding and learning for those new to our context.

To apply, please submit your application via our recruitment site here: [Learning Content Editor - JBS Executive Education Ltd.](#)

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying or at interview if your application is successful.

If you have any queries regarding the application process, please contact Elle McGregor, HR Advisor: e.mcgregor@jbs.cam.ac.uk.

The closing date for receipt of applications is 23:59 on Wednesday 25 March 2026.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

We look forward to hearing from you!