Job Description

Job Title: Deputy Director, Intellectual Forum
Department: The Intellectual Forum
Reporting to: Director of the Intellectual Forum
Location: The Intellectual Forum, Jesus College, Cambridge
Hours: Fulltime (36.5 hours per week). We are open to flexible arrangements, with a minimum likely to be 0.8 FTE.
Salary: Point 49 of the University of Cambridge pay scale (currently £45,585). This is an academic-related position and will be included in the USS Pension scheme.

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Main Purpose of the Job

The IF is an exciting interdisciplinary centre at Jesus College. It was founded in 2016 and delivers a very broad range of activities, bringing together a wide range of people from across academia, policymaking, civil society and business.

The Deputy Director is a key member of the IF Leadership Team, together with the IF Director and IF Manager. Between them, they are responsible for all activities of the IF, including major international conferences, public events and internal meetings, as well as executive education and short-stay programmes, both in-person and virtual.

The Deputy Director has particular responsibilities as Professional Education Programmes Lead, working with the IF Director and IF Manager to develop and run our income-generating programmes, including visiting student courses and executive education across a wide range of subjects. The IF needs to raise enough money each year to cover our operational costs.

The Deputy is also expected to be involved in the other activities of the IF and is likely to lead on one or more of the IF events programme, conferences programme, internships scheme, policy development activities, or research, as agreed with the IF Director.

Some evening and occasional weekend working will be required for events and programmes.

Main Areas of Responsibility:
• Work with the IF Director and IF Manager to lead all activities of the IF; specific responsibilities will be shared out to individuals in the team.
• Lead the delivery of IF executive education and student programmes, identifying lectures and other activities, and working with the IF coordinator to ensure all the logistics are delivered smoothly.
• Identify prospective new clients for executive education and student programmes.
• Negotiate agreements for executive education and student programmes, with the support of the IF Director.
• Help to build and strengthen the network of people around the IF.
• Deputise for the IF Director when required.
• Any other duties and responsibilities which are compatible with the post of IF Deputy Director and which may be required.

Qualifications and Experience:

• Educated to a high standard: advanced degree level or equivalent experience (Essential)
• Experience of presenting, chairing meetings, moderating events and giving public talks (E)
• Previous experience in the delivery of executive education or short-stay student programmes (Desirable)
• Experience in negotiation and agreement of terms for executive education or short-stay student programmes (D)
• Experience in sales and marketing (D)
• Prior experience in a leadership or management role (D)
• Knowledge or experience of a university/college environment (D)
• Experience in at least one of programme management, research, or policy (D)

Knowledge and skills:

• Excellent organisational skills, showcasing the ability to manage time effectively and efficiently (E)
• Strong written and oral communication skills (E)
• Experience securing funding for research projects or events (D)
• Established network of potential speakers, lecturers, or collaborators for the IF (D)

Personal attributes:

• Intellectually curious, with wide-ranging interests (E)
• Demonstrated ability to work collaboratively with various stakeholders, including academics, staff, and students (E)
• Commitment to diversity, equity, and inclusion in an academic setting (E)
• Exhibits a sociable, assertive, and approachable character, who enjoys interacting with diverse groups of individuals at all levels (E)
• The ability to work independently and exercise sound judgement (E)
Probation period
The appointment will be subject to an initial probationary period of 6 months during which the appointment may be terminated by one week’s notice on either side.

Benefits

- Membership of a healthcare cash plan - Medicash
- Some High Table Dining Rights
- Access to a range of family friendly policies and welfare support services, including maternity coaching
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library
- 33 days holiday (including bank holidays)
- Generous sick leave allowance
- Free parking on site (subject to availability)

Equal Opportunities and Data Protection
The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK. In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply
Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies

Completed forms must arrive by 14th September at 23.59. Please send completed forms to HR Department at jobs@jesus.cam.ac.uk. We hope to interview at the end of September.

There is more information available at https://www.jesus.cam.ac.uk/research/intellectual-forum and many of our public talks are recorded at https://www.youtube.com/@JesusCollegeCambridge

For further discussion, please contact the Director, Dr Julian Huppert, on if-director@jesus.cam.ac.uk

Jesus College, Cambridge is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.