**Gates Cambridge Interim Director**

**Candidate pack**

***Projects***

* Lead/coordinate/support important initiatives relating to our 25th anniversary, including:
* Coordinating a campaign to tell our story about how a single scholarship programme is a catalyst for global change.
* Running our 25th Anniversary Impact Prize competition.
* Taking lead responsibility for/supporting Trust colleagues in, the successful delivery of special events such as high-profile lectures and visits.
* Supporting the launch of new Trust-led Scholar experience and engagement activities.
* Exploring new fundraising options.
* Working closely with the Provost, Director of Finance and other members of the Trust team, take the lead in developing a plan that will equip us to sustain the success of initiatives launched during the 25th anniversary year.
* Take the lead in coordinating the successful completion of an existing project for the delivery of a new IT system for the management of Scholar data and instigate a review of the design of our website.

***General Responsibilities***

* Perform secretariat functions for Trustee board meetings including preparing and presenting papers, and ensuring that board packs are complete and distributed in good time.
* Oversee the work of the Programme, Communications and Global Engagement Teams, including providing advice and guidance as needed. The Programme Team currently consists of a Programme Manager, a Programme Officer and a Programme Assistant. We have a Communications Officer and a Global Engagement Officer.
* Manage communications including:
* Providing content for, and co-ordinating the publication, of the Trust’s Annual Report and other Trust communications.
* Curating website content and liaising with external contractors that manage the website.
* Commissioning and supporting the production of films, podcasts and other multi-media outputs as required.
* Act as Data Protection lead for the Trust.
* Contribute to:
* the Trust’s work with Scholars, including supporting a review of the role and functioning of the Council of in-residence Scholars, and working with our Global Engagement Officer and the Scholar Alumni Advisory Committee in the design and delivery of Trust-led event for alumni Scholars.
* the smooth functioning of the Trust office, including arranging for specialist IT support when required.
* developing/maintaining good relations with the University of Cambridge, the Gates Foundation and other external organisations, including representing the Trust on committees and contributing to University projects that are of benefit to the Trust.
* Ensure best value for the Trust in the planning and delivery of all activities.

The above is not an exhaustive list of duties and you may be asked to take on different tasks. All employees are expected to work collaboratively to support the overall work and smooth running of the Trust.

**Person specification**

|  |  |  |
| --- | --- | --- |
| Criteria | Description | Essential or Desirable |
| Experience | Recent experience operating at a senior level in the higher education sector. This will include experience of leading the development and delivery of projects in a range of areas, convening and coordinating across different activities; managing and bringing the best out of a team; and managing budgets. | E |
| Skills and Attributes | • Flexibility, able to manage and deliver a broad range of activity simultaneously.•Skilled communicator, able to present information engagingly and accurately for a variety of audiences. •Collaborative, collegial and focused on delivering good outcomes. • Initiative, able to make progress largely without detailed instruction and being as willing to do as to manage and lead.  | E |
| Qualifications | Educated at least to first degree level/equivalent.  | E |

**Terms and conditions:**

***Location***: Bill Gates Sr House, 17 Mill Lane, Cambridge, CB2 1RX

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of four days a week. The Trust reserves the right to change remote working status with notice to employee.

***Salary***: £66,857-£70,917

***Hours of work***: 35 hours per week, Monday to Friday. You should expect to attend some events outside ordinary working hours and may be asked to undertake some international travel.

***Length of appointment***: Fixed term contract – 12 or 18 months (to be agreed with the successful candidate)

***Probation period***: 3 months

***Annual leave***: 33 days (including fixed periods at Christmas when the Trust’s offices are closed) plus Bank Holidays. The period for calculation for entitlement to annual leave is 1 January to 31 December.

***Pension***: You will be eligible to join the University’s pension scheme.

***Pre-employment checks***: The Trust has a legal responsibility to ensure that you have the right to work in the UK before you can start working for it. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it.

***Other***:

* Private healthcare is available.
* Access to the University of Cambridge card.
* The Gates Cambridge Trust is supportive of continuous professional development for staff and suitable opportunities for training and development will be actively considered.

***Secondment opportunity***

We welcome applications from individuals who are looking to develop their skills and experience through a secondment opportunity.

***Equality, diversity and inclusion***

The Trust actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The Trust welcomes applications from individuals with disabilities and is 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.

**How to apply**

Applications must include the following:

* a cover letter setting out why you are a good fit with the role (no more than two pages of A4)
* A current curriculum vitae
* The names of two referees (these can be included in your CV or as a separate document and will only be contacted in the event of an offer).

The above should be sent to jobs@gatescambridge.org by the deadline. Please save all documents you submit using the format: First name Last name document type – e.g. Joanna Smith cover letter.

* In addition to the above, applicants must also complete the [basic information form](https://forms.office.com/Pages/ResponsePage.aspx?id=RQSlSfq9eUut41R7TzmG6WGRwxtUpBxNjwZhFO1B9dZUQ1hBWUoxNkY3SUFMSUJZNUo0M0lTOEFGUC4u) by the deadline.

Only complete applications will be considered. The Trust is unable to provide feedback on unsuccessful applications.

**Schedule**

Applications open: 25 March 2024

Application deadline: midday on 25 April 2024.

Interview date: 10 May 2024

**Questions and further information**

For full details about the Gates Cambridge Scholarship programme and Gates Cambridge Trust, please visit our website: [www.gatescambridge.org](http://www.gatescambridge.org)

If you have any questions about this role, please email jobs@gatescambridge.org

For details about how we process your personal data when you apply for a position at the Trust, please see our [data protection page](https://www.gatescambridge.org/data-protection/).