



St Edmund's College

University of Cambridge

Job Title	Programmes Manager
Department	VHI
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Director of Programmes & Strategy
Length of Appointment	Permanent
Nature of Post	Part-Time, 29.2 hours per week
Salary Range	£36,800 to £38,400 (FTE: £46,000 to £48,000)

Main Purpose

The Programmes Manager will be responsible for the effective operational delivery of programmes that support the College's mission and charitable objectives across Education, Religion, Learning, and Research. Working closely with the Director of Programmes & Strategy and VHI Director, the Programmes Manager will lead, develop, and inspire the Von Hügel Institute (VHI) team to ensure the operational needs of the VHI are met with excellence to support the strategy.

Due to the nature of the role there may be a requirement to work evenings or occasion weekends to cover events.

Key duties & responsibilities

- Oversee the planning, delivery, and monitoring of VHI research programmes and projects.
- Develop project timelines and milestones to ensure effective delivery.
- Track progress against objectives and prepare internal and external reports as required.
- Oversee budgets, expenditure tracking, and financial administration in collaboration with College finance teams.
- Maintain accurate records, governance documents, and administrative systems.
- Lead the planning and delivery of seminars, conferences, workshops, and public lectures.
- Coordinate logistics, speaker arrangements, publicity, and event materials.
- Ensure events reflect the Institute's academic standards and strategic priorities.
- In liaison with the communications team manage relevant communications, including website content, newsletters, social media, and publications.
- Produce high-quality written materials such as reports, briefings, and promotional content.
- Strengthen the visibility of VHI research and events across the College, University, and external networks.
- Foster a collaborative, developmental approach to team leadership, aligned with the direction set by the Director of Programmes and Strategy.
- Maintain relationships with partner organisations, and academic collaborators.
- Work closely with the Director to support strategic planning and development of the Strategy.
- Identify opportunities for new partnerships, collaborations, and funding streams.
- Provide high-level administrative support to the Programmes and Strategy Director & VHI Director.

- Support governance processes, including preparation of papers.
- Ensure compliance with College policies, including data protection, research ethics, and financial procedures.
- Maintain oversight of risk management and safeguarding considerations for relevant activities.
- Work with colleagues to share best practise and ensure policies are adhered to
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
- Adhere to Health and Safety policies and procedures
- Complete ad hoc tasks as required

Person Specification

Experience

- Strong experience in programme, project, or operations management, ideally in a research, academic, higher education or non-profit environment.
- Familiarity with themes related to interdisciplinary research.
- Experience in event management.
- Understanding of Higher Education (Freedom of Speech) Act 2023.

Skills

- Excellent organisational and administrative skills with the ability to manage multiple priorities.
- Strong written and verbal communication skills, with experience producing high-quality documents and reports.
- Ability to build effective relationships with academics, students, partners, and external stakeholders.
- Proactive, self-motivated, and able to work independently and collaboratively.
- High level of accuracy, attention to detail, and professional integrity.
- Competence in managing budgets and financial processes.
- Commitment to the values and mission of the Institute and College.

Qualifications

Budget Holder

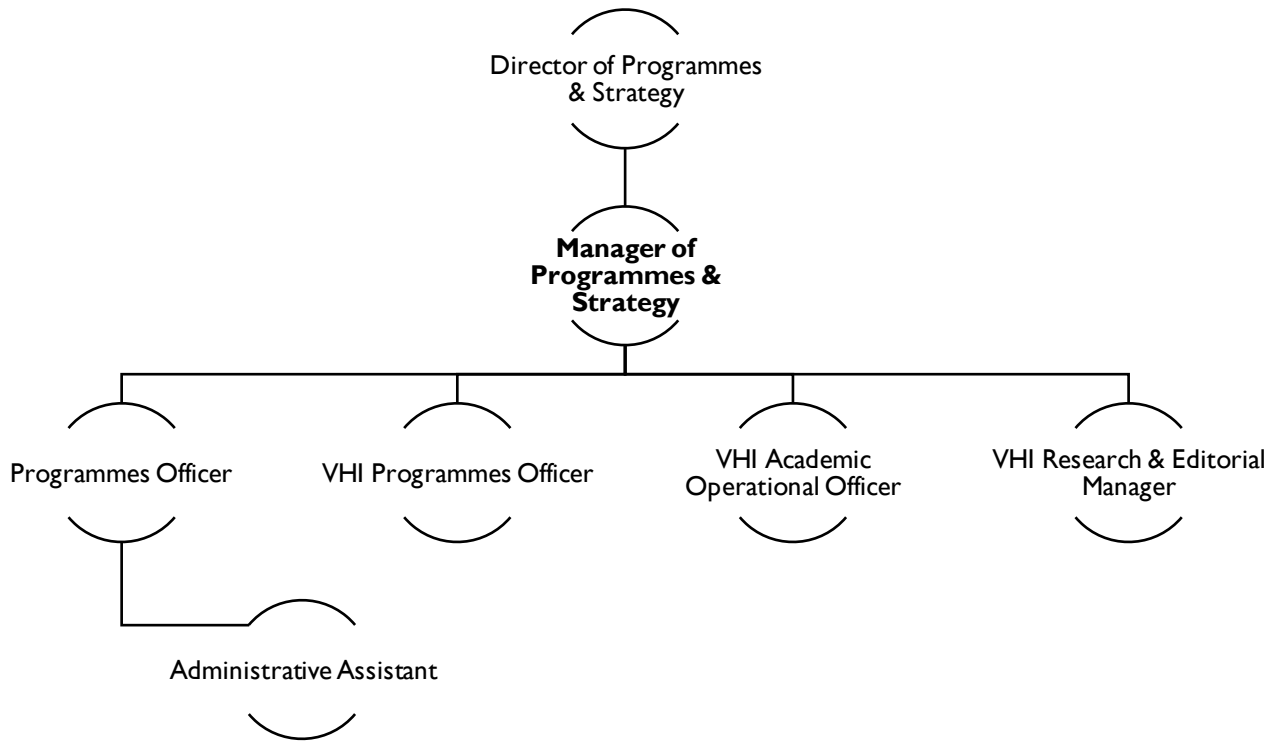
Budget Holder (YES/NO)	Budget responsibility	Input into budget
No	This is budget the individual has overall responsibility for.	This is where the individual may be required to use another's budget.

Line management responsibilities

The duties of your employment are such management, supervisory, administrative and other duties may be assigned to you. You are required to participate in any performance management arrangements.

Number of direct reports	Total number of reports

Org Chart



Decisions

Decisions which should be made by the individual	Decisions which the individual will need to escalate

Specific H&S responsibilities

- NA