

JOB TITLE: Learning and Development Programme Manager

Location: Cambridge

Contract: Full time Permanent

Salary: £28k - £35k

Are you interested in the policies and structures that shape the Higher Education research environment? Do you have a passion for professional development training for researchers? If so, we want to hear from you.

Vitae is a non-profit programme managed by the Careers Research & Advisory Centre (CRAC) Limited, an educational charity based in Cambridge. Vitae works with researchers and researcher developers in the UK and internationally to promote, develop, deliver and evidence the career and professional development of researchers. Our mission is to enable people to realise their career potential by helping them to develop and access the necessary knowledge, understanding and skills. Vitae works in 23 different countries with over 200 different institutions and governments in areas such as research and innovation, training and resources, events and consultancy.

We seek a talented Programme Manager to join our Learning and Development team. The post holder will help to build our UK and international business in higher education by providing excellent services to our clients across the world. They will have experience in programme management and a willingness to apply and develop knowledge and experience of the research environment in higher education and beyond. We are looking for someone who is highly organised and flexible with a capacity for prioritisation and multi-tasking and a focus on programme delivery, with some elements of design and development. The post holder will be a confident communicator, with excellent interpersonal and team working skills as well as the energy, vision and enthusiasm to achieve successful outcomes.

To apply, send your CV and a covering letter evidencing how you meet the person specification and experience and what you can bring to the post to Hayley Evans at recruitment@crac.org.uk, by **12 noon on Tuesday 16 April 2019**. Interviews will be held on Tuesday 30 April or Wednesday 1 May 2019 at our office in Cambridge. Postal applications should be sent to Hayley Evans, Office Manager, CRAC Limited, 22 Signet Court, Swanns Road, Cambridge, CB5 8LA. Please contact Hayley Evans using the email address above to arrange an informal discussion of the post.

JOB PURPOSE:

- To make an active contribution to enhancing Vitae's position as the leading innovator and thought leader for the professional and career development of researchers and researcher developers.
- To manage and deliver programmes and projects in areas including training, engagement, and community development.
- To effectively manage and develop relationships with Vitae stakeholders, including the Vitae Associate Trainer community and our UK and international clients.
- To contribute to the design, development and evaluation of Vitae's UK and international learning and professional development programmes.

MAIN RESPONSIBILITIES

- Managing and delivering a broad range of programmes and projects related to the professional and career development of researchers in higher education and beyond, including postgraduate researchers and research staff.
- Applying and developing knowledge and experience of Higher Education Institutions (HEIs) in order to facilitate the definition of programme scope and outcomes.
- Delivering online and face-to-face presentations and training.
- Developing and writing proposals for learning and development programmes and projects.
- Programme and project management: defining tasks, planning project timelines, managing resources, tracking project outcomes and finances.
- Monitoring, evaluating and reporting on the progress and impact of programmes and projects, including analysing feedback and preparing draft reports.
- Effectively communicating, managing and developing relationships with internal and external stakeholders to develop Vitae communities, networks and business. Stakeholders include the CRAC management and administrative teams, the Vitae Associate Trainer community, our UK and international clients, external project sponsors and partners, advisory groups, and the wider higher education community.

PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

- Knowledge of researcher careers and research skills
- Experience and/or knowledge of working with universities in the UK and/or internationally in relation to researcher, staff or career development
- Experience and/or knowledge of training, learning and development activities and/or research in HE education or careers
- Excellent programme and project management skills
- Experience of successfully delivering programmes and projects on time and on budget
- A track record of growing business following successful delivery of programmes and projects

Skills:

- Excellent programme and project leadership and management skills
- Excellent written communication skills
- Excellent oral communication skills, including experience of contributing to large meetings, public speaking, and delivering face to face and online talks and presentations
- Focus on detail and delivery to time, budget and quality
- Ability to work diplomatically and effectively with internal and external stakeholders
- Appropriate IT skills – understanding of e-learning platforms desirable
- A pro-active individual with good interpersonal skills, able to work autonomously, set personal objectives and work proactively in a collaborative environment to deliver project goals
- Ability to travel in the UK and abroad

Attributes

- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills to meet deadlines
- Ability to work as part of a team
- Excellent interpersonal and communication skills
- The confidence, authority and credibility to build trust and respect with internal and external stakeholders
- A demonstrable commitment to the concept of a learning organisation, which is reflected in your own personal and career development