

Job Description

- JOB TITLE:** Head of Engagement and Policy (Ref 1964)
- Reports to:** CEO
- Location:** Cambridge/home working
- Contract:** Full time Permanent
- Grade:** 5
- Salary:** £42 - £50k (pro rata, as applicable)
- Hours:** 37.5 per week. Applications for flexible working will be considered

JOB PURPOSE:

Strategic leadership of Vitae's membership subscription, community development, communications, and events. Driving forward an international growth and retention strategy for Vitae membership. Being a visible and trusted voice for Vitae in policy and practice relating to research culture and researcher development.

MAIN RESPONSIBILITIES

- Lead and deliver Vitae's membership strategy for growth and retention 2022-2025, working with the Senior Management Team (SMT) and colleagues across the organisation
- Deliver agreed growth targets, contracts, and commitments leading co-ordination of internal and external resource, gathering evidence of reach and impact and provide regular reporting to senior management, the CRAC Board and the community
- Lead Vitae's annual international conference and programme of events
- Ensure effective and engaging communications internally and externally including to community, associates, partners, and suppliers
- Drive interactions with policy and policy makers for research culture and researcher development in the UK and beyond
- Contribute to Vitae's position as a thought-leader of researcher development globally
- Manage others to achieve their objectives and targets, and drive culture of continuous improvement
- Monitoring and report on financial and other measures of success to SMT and the Board
- Build and sustain relationships with stakeholders, representing Vitae and CRAC as well as providing expert input, in a range of strategic partnerships, projects, committees, and contracts
- Work with SMT and the Board to enhance the sustainability of the organisation by developing new products and services, securing new business, and through best use of resources and expertise

KEY RELATIONSHIPS

- Senior Management Team
- Head of Learning and Professional Development
- Engagement and Policy Team
- External networks and stakeholders

PERSON SPECIFICATION AND EXPERIENCE

Knowledge and Experience

Essential

- Substantial experience of working with universities in the UK and internationally in relation to researcher, staff or career development
- Experience of training and career development activity, and/or research in HE education or careers
- Experience of building engagement strategies
- Excellent proven programme and project leadership and management skills
- Experience of successfully delivering a wide variety of projects on time and on budget
- Confidence and credibility to build trust and respect with internal and external stakeholders
- Track record of growing business following successful delivery of projects
- Knowledge of research skills
- Customer and member focused

Desirable

- Experience of developing researchers within a higher education institution
- Experience or understanding of working in a non-profit, mission-driven environment

Skills, the ability to:

- Excellent project leadership and management skills
- Excellent communication skills both written and oral
- Ability to solve problems and make decisions
- High level analytical skills
- Appropriate IT skills
- Ability to establish, communicate and manage through processes and procedures
- Strong leadership skills in the supervision and development of staff
- A pro-active individual with good interpersonal skills to inform, support and involve colleagues across the organisation where appropriate

Attributes

- Ability to be flexible and to work under pressure, using sound time management and prioritisation skills in order to meet deadlines
- Ability to lead and work as part of a team
- Excellent interpersonal and communication skills, including negotiation, & persuasion
- Demonstrable commitment to the concept of a learning organisation, including own personal development