

Careers & Leadership Programme Manager
Fulltime | £18-22,000 per annum (depending on experience) | Oxford-based | Starting ASAP

About Student Hubs

We are a fast-growing charity working in UK universities to mainstream student-led social action: empowering a new generation of active citizens. We inspire students to shape a better world through issue-led conferences and speaker events, connect them to opportunities to make a difference during their time at university through volunteering, projects and social enterprise, and support them to become civic leaders in their lives and future careers through our training and social impact careers programmes.

Student Hubs is only 6 years old but has already grown its network to over 25,000 students across our network of Hubs in ten universities. We support hundreds of student groups and work closely with 30 national NGOs and many local community organisations. We run the UK's leading student events on social & environmental issues, so far giving over 20,000 students the opportunity to hear and meet social innovators from across the world. We run many initiatives to increase student action in the community – and have worked with over 2,000 volunteers in recent years. In Oxford we run our own 9,000sqft building and 100-seater restaurant as part of a sister social enterprise.

Job Description

As Programmes Manager, you will be responsible for all our social impact careers & student leadership programmes running across the national network of Hubs. In particular, you will support all aspects of the Social Impact Internships Scheme, our flagship careers programme. You will provide leadership and direction to the different local Hub teams to deliver different programmes, ensuring they are effective and sustainable. The job is based in Oxford, with some travel to local Hubs required.

In particular, your responsibilities will include:

- Project managing the [Social Impact Internships Scheme](#)
 - Including impact measurement, communications & recruitment, delivery of training, strategic planning and fundraising where appropriate
 - Account management for all host charities and organisations
 - Supporting local Hub teams to deliver student-facing aspects of the Scheme efficiently
- Leading on innovation across our social impact careers programme
 - Work with local Hub teams to develop and deliver a Careers Curriculum for all Hub university students
 - Be the lead on all routes in to socially impactful careers, build contacts in the sector and represent Student Hubs in this capacity
- Oversee the development of Student Hubs' student leadership programming
 - Support local Hub teams to run facilitated leadership conferences, including the provision resources and a delivery framework
 - Work with the Fundraising Team to gain funding for this area of work
- Line management of one or more graduates working on national programmes. You will be fully supported and trained in this aspect of your role.

The Careers & Leadership Programmes Manager will be responsible for working closely with local Hub teams, students, and national partners. This means that the successful candidate should be a confident communicator, able to represent Student Hubs to different stakeholders, build new relationships and work in partnership with others.

The successful candidate will have:

- A confident, can-do and proactive attitude.
- A persuasive enthusiasm for supporting young people to pursue socially impactful careers.
- Strong project management skills.
- Excellent interpersonal skills and ability to communicate appropriately with people at all levels.
- Ability to work well within a team or independently, and to work well under pressure.
- At least one year of experience working in the social impact sector.

This is a superb chance to meet outstanding people, develop vital skills and create significant social impact. As part of our team of 30 staff, you will benefit from a fast-paced working environment. We believe in challenging and trusting you from early on - you'll receive plenty of responsibility and freedom to lead on our careers & leadership programmes and shape the direction of our work in this area. You will receive support and take part in training to help you develop professionally.