

Hello! This is the plain text application pack for the Cambridge Hub People and Activities Manager role at Cambridge Hub. The salary for this role is £26,000 and this pack was made on 28/11/2022.



[Image Description: The image is the Student Hubs logo. On the left of the logo there is a design with 14 orange circles of varying size connected to a central white circle by lines of varying length. To the right of this the word “student” is written vertically. In small grey text. To the right of this the word “hubs” is written in large orange text.]

Cambridge Hub People and Activities Manager

£26,000

Application Pack

Link to an external page to view our full job pack:

28/11/2022



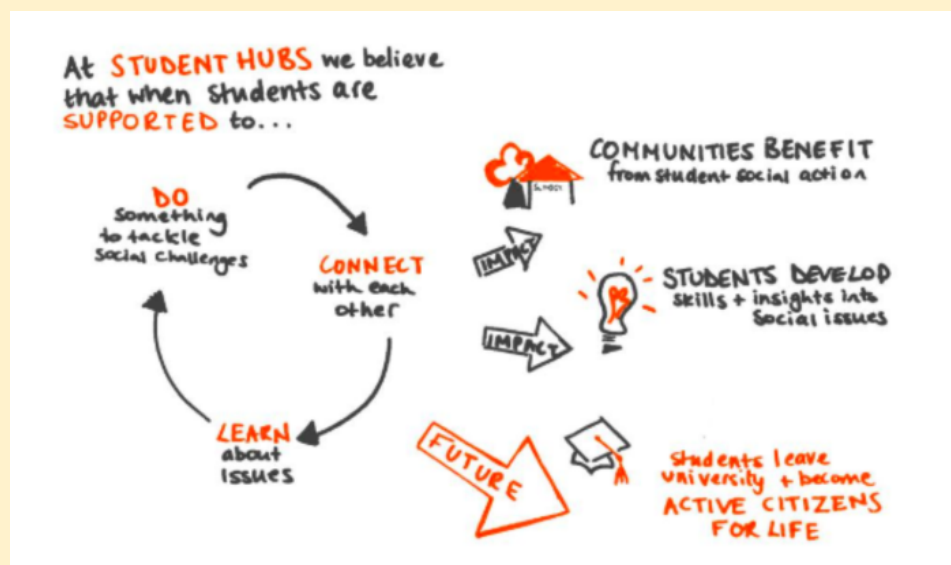
[Image Description: 12 members of the Student Hubs staff team stand and sit in two rows outdoors. They are all smiling and in conversation]

Our vision is a society in which every student engages with social and environmental challenges during their time at university, empowering them to become active citizens for life. **Join us in our mission to mainstream student social action.**

## About us

Student Hubs has worked with over 25,000 students over the past 15 years. We currently support over 1300 students each year at our network of Hubs in 4 universities. The students who engage with us take part in a wide range of social action projects across our four pillars of delivery; **practical volunteering** which is structured long term opportunities for students to work in the community; **skilled placements** which are intensive programmes to boost employability and support local organisations; **service learning** which is in-curriculum social action; and **incubation** which supports students to get ideas off of the ground.

We are **social, ambitious, motivational, bold** and **long-term**. By basing everything we deliver on our values and our Theory of Change, we ensure that the work we do always has a high quality double benefit on both students and the community. Our Theory of Change is:



[Image Description: The image highlights our theory of change. Text at the top reads “At STUDENT HUBS we believe that when students are SUPPORTED to...” . This is followed by a circle diagram with three points 1. DO something to tackle social challenges, 2. CONNECT with each other and 3. LEARN about issues. These have arrows showing they interact with each other. To the right of the image there are two arrows with the text “IMPACT” written inside. These arrows point to 1. COMMUNITIES BENEFIT from student social action (which has an image of a

house with an orange roof and a tree with orange leaves) and 2. STUDENTS DEVELOP skills and insights into social issues (this is next to an image of an orange light bulb turned on). A third orange arrow with the text “FUTURE” points to a university graduation cap and the orange text “students leave university and become ACTIVE CITIZENS FOR LIFE.”]

**People** are at the centre of everything we do at Student Hubs. Our ambitious team is transforming the Higher Education sector in the UK through student social action. Every day is unique, filled with exciting challenges and innovative thinking.

We believe that work is a part of your life, and you deserve to enjoy it. Therefore we are committed to making Student Hubs a great workplace, and to the wellbeing and personal development of our staff team. This is backed up by the policies and processes we follow as an organisation. We offer:

- Flexible and remote working - you're in control of when and how you work
- A minimum holiday allowance - you can find a balance that suits you
- The opportunity for rapid growth and development - we trust you with responsibility and ownership
- Personal development opportunities - tailored training days, peer support networks, internal mentoring and projects outside of your role
- Team time - we are a social team who love spending time together

As an organisation we work with a wide variety of individuals, and we are committed to promoting the safety and wellbeing of all who engage with us. For more information on this please see our safeguarding policies. Link to an external page to view our safeguarding information: <https://www.studenthubs.org/safeguarding/>. For this role you will be required to undergo an enhanced DBS check. The outcome of this check will be reviewed on a case by case basis in line with Student Hubs' Policy on the Recruitment of Ex-offenders. Link to an external document, “Student Hubs Policy on the Recruitment of Ex-offenders”:

<https://docs.google.com/document/d/1Ire8ZBH5eqt0jT4IRZHAF9fdszeBdefeIJMVvsKc8FI/edit?usp=sharing>.

If you wish to, you can self-disclose criminal convictions before the check by completing the form and bringing it in a sealed envelope marked 'Confidential' to the interview. We will only open the self-disclosure form of the successful candidate and other forms will be securely disposed of. Link to an external document, “Student Hubs Criminal Convictions Self-disclosure Form”:

<https://docs.google.com/document/d/1sANxqRYesqVSWTrXZcxz5gpuOhyFvS50kIR3aqU-5Qs/edit?usp=sharing>

Student Hubs is an equal opportunity employer and we believe that a diverse team creates dynamic and innovative organisations. We want to hear from all candidates,

regardless of age, disability, gender reassignment status, marriage and civil partnership, pregnancy and maternity, race including colour, nationality, ethnic or national origin, religion or belief, socioeconomic background, sex or sexual orientation. We want to hold ourselves accountable to this, to support us with this please also fill in our Equal Opportunities Monitoring form. Link to an external page to view our Equal Opportunities Monitoring form:

[https://docs.google.com/forms/d/e/1FAIpQLSeWxos5RchsOSaZTttwJjlmeiMPh8ZgZIN644-ZY15ok0j3FA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeWxos5RchsOSaZTttwJjlmeiMPh8ZgZIN644-ZY15ok0j3FA/viewform?usp=sf_link)

## About the role

**Location:** Cambridge, with some travel to other Hub cities as required (all expenses reimbursed)

**Line Manager:** Fiona Walsh, Partnerships and Development Director

**The Team:** Cambridge Hub Programme Managers (1 part-time in post until March and 1 full-time until July) and the Cambridge Hub intern (in post until March)

**Salary:** £26,000

**Start date:** ASAP, but expected to start in February

**Duration:** February-July

**Contract type:** Full-time, 37.5 hours a week

The Cambridge Hub People and Activities Manager is responsible for the work of Student Hubs' staff at University of Cambridge, supporting Cambridge students to increase their impact in the world around them.

You will work closely with:

- The University of Cambridge, Cambridge Zero, the Sustainability team and the Vice Chancellor's Office, supporting your team to deliver sustainability activities at the University and the delivery of the annual Vice Chancellor's Social Impact Awards for Cambridge students
- Students, leading them to coordinate projects whilst also supporting their wellbeing and personal development.
- The Student Hubs network, including staff from our 3 other local Hubs, and our national team.

The role offers a chance for someone to build on our work over the past 14 years and to drive forward Cambridge Hub's impact. You will be responsible for upholding and meeting targets, and supporting your team of staff and students to deliver these.

This is your opportunity to create significant social impact. You will be leading new and exciting areas of work, developing vital skills and working with outstanding people who are passionate about social impact and student experience - both at Student Hubs and the University of Cambridge. We believe in challenging and trusting you from early on - giving you the support and training you need to take ownership of your Hub and shape the direction of Student Hubs' work. This is a fantastic opportunity for career progression whether within our organisation or as a stepping stone.

You will be responsible for the following areas:

### **Programmes**

- Support, shape and develop the delivery of Cambridge Hub's activities
- Support the Programme Managers and Intern to deliver and meet targets for key sustainability activities at the University of Cambridge. This involves supporting your team to deliver key activities of student recruitment, training, delivery of activities, evaluation and monitoring.
- Programmes which you will support the Cambridge Hub Programme Managers and the Intern to deliver include:
  - Engage for Change: our flagship programme at the University of Cambridge which supports students to design and deliver sustainability projects which align with the University's Sustainability Strategy. This 12 week programme runs each term, including across the Spring (Lent) and Summer (Easter) terms at the University of Cambridge.
  - The Carbon Literacy Project: a training programme which reaches 200+ students at the University of Cambridge, providing carbon literacy training through student leaders and encouraging university students to engage with peers about carbon and sustainability literacy.
  - The Cambridge Climate and Sustainability Forum: an annual event which aims to reach 200+ in-person participants. The Forum facilitates expert speakers and panels in Climate and Sustainability, enabling students to engage with the topic and learn in a conference-style event.
- Deliver the Vice Chancellor's Social Impact Awards. This involves overseeing and planning the nomination and judging process, longlisting and shortlisting the award winners, organising the awards event, liaising with the Vice Chancellor's office, delivering the awards event, and running the communications campaign following the awards to recognise the award winners and shortlisted candidates.
- Achieve agreed impact outputs and outcomes on time and within budget. Completing monthly impact analysis and reprioritising support as required

- Work with the Cambridge Hub team to deliver high quality events for University and community stakeholders as part of delivery, fundraising and outreach
- Oversee the collection of evaluation forms, case studies and photographs

### **Partners**

- Work with key stakeholders at the University of Cambridge to support the delivery of activities and liaising about our opportunities with Cambridge Hub
- Work with the Partnerships and Development Director to share any relevant information about local relationships to secure financial and operational support for delivery and expansion
- Support the Partnerships and Development Director with the stewarding of the Cambridge Hub Advisory Board, including helping to organise termly meetings to gain strategic and financial advice

### **People**

- Line manage 1-3 Cambridge Hub staff members
- Planning and prioritising the workloads of the Cambridge Hub team in liaison with your staff
- Performance management, including holding appraisals, onboarding, and checking in on targets and objectives for their roles
- Personal development for your team, facilitating staff's development opportunities, skill building, and supporting them with development during internal and external training/events
- Support a committee of 8 students and other student leaders with project coordination
- Support your team of staff and students with wellbeing
- Deliver Hub activities when necessary on behalf of your team to ensure targets are met and relationships are maintained

# About you

You don't need to tick every box. We want to hear from candidates who have potential to grow in this role, appreciate our culture and are passionate about student social action and making change. But to give you an idea of who we think would thrive in this role we are ideally looking for someone who:

- Is looking for an opportunity to develop their people management skills, perhaps as part of a secondment, sabbatical, or a new professional development opportunity
- Has excellent project management skills
- Is passionate about social and environmental action, and keen to support others to deliver programmes which meet these aims

To give you a clearer idea of what we are looking for, we have created the following guide to what will help you to hit the ground running and succeed in this role.

## Essential criteria

- Experience of project management
- Commitment to Student Hubs values, mission, vision and to social action
- A confident, can-do, proactive attitude
- Engaging delivery style
- Problem solving and creating innovative solutions
- Motivation and drive
- Communication
- Planning, organising and attention to detail
- Resilience and adaptability
- Time management

## Desirable criteria

- Experience of people management
- Experience of training or delivery
- Experience of stakeholder management
- Leadership

# How to apply

**Deadline:** 4th January

**Interview Dates:** 10th and 11th January

We are looking forward to hearing from you. To apply, please email us your CV and a one page cover letter to [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org) no later than 4th January.

Your cover letter can be submitted as written text up to one page or a video or audio file up to 3 minutes long and should include:

- Your motivation for applying to the role and Student Hubs
- An overview of your relevant experience in stakeholder management, training or delivery, project management and financial management
- Any additional information you would like to share

All of the information you share will be processed confidentially in line with our Privacy Notice. Link to an external page to view our Privacy Notice:

<https://www.studenthubs.org/policies/privacy/>

To make the process as easy as possible, we wanted to share our top tips for applying:

- 1) Read the job pack in full before writing your cover letter. We want to work with people like you, who share our values and want to help us make our vision a reality
- 2) Make sure you share all of your relevant skills and experience and show us that you are a good fit for this role and our organisation
- 3) Why not reach out to Fiona Walsh at [fiona.walsh@studenthubs.org](mailto:fiona.walsh@studenthubs.org) to ask any questions you have or simply to introduce yourself - we would be more than happy to arrange a call to chat
- 4) We want to support you to show us your best. We are happy to make reasonable adjustments such as giving you a printed or audio copy of this job pack, ensuring we have a wheel-chair accessible venue, etc. If you have particular accessibility needs, including special educational needs, or something else which will help you to shine, please get in touch with the Network Director Sophie Payne at [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org)
- 5) We recognise that everyone's best looks different and may look different with circumstance. If something might affect your interview, such as bereavement, mental health conditions, chronic illness or sudden illness please get in touch with the Network Director Sophie Payne at [recruitment@studenthubs.org](mailto:recruitment@studenthubs.org). You will not be penalised for this, but it will allow us to be considerate through the selection process and where necessary rearrange key dates

- 6) As a Disability Confident Employer, we offer a guaranteed interview to disabled applicants who meet the minimum criteria of the role. Please reach out to Fiona Walsh at [fiona.walsh@studenthubs.org](mailto:fiona.walsh@studenthubs.org) to arrange your interview
- 7) If you are unable to make the interview dates, 10th or 11th January, then please just let us know in your application email

## What happens next

The deadline for applications is 4th January. After this date, two members of staff will assess the applications blind - this means without access to your name, gender, age, sexual orientation, address, and marital status.

You can expect to hear from us by 6th January to let you know whether you have been invited to interview.

At the interview we will be covering a standard competency interview including a scenario exercise involving people and activities management. More information on both interviews will be provided with the invite.

If you want to know more about our recruitment processes please read our Recruitment, Selection, and Induction Policy for Staff and Volunteers. Link to an external page to view our Recruitment, Selection, and Induction Policy for Staff and Volunteers:

<https://docs.google.com/document/d/1Lyage31t2jV8uc0dXhi8mOV9tMNimVXTqWQqbbGsle0/edit?usp=sharing>

### **We can't wait to hear from you**

If you have any questions, or just want to reach out to introduce yourself and have a chat, please contact the hiring manager Fiona Walsh at [fiona.walsh@studenthubs.org](mailto:fiona.walsh@studenthubs.org).