



CAMBRIDGE HUB MANAGER

Application Pack

July 2019

About Student Hubs

Student Hubs works to catalyse student involvement in social action.

We are a fast-growing charity working in UK universities to mainstream student-led social action, empowering a new generation of active citizens. We support students to take part in a wide range of social action and social enterprise projects; leading volunteering projects tackling local community need, setting up innovative social enterprises, consulting for local community organisations and gaining workplace experience in social impact organisations.

Student Hubs is only 11 years old but has already grown its network to over 25,000 students across our network of Hubs in seven universities. We support over 2,600 volunteers every year to take part in our programmes, partner with dozens of national charities and social enterprises, and hundreds of local community organisations across six cities.

We need the strongest staff team possible to support the big ideas that students bring to the table and make our vision a reality. Could you be part of it?

Theory of Change

At **STUDENT HUBS** we believe that when students are **SUPPORTED** to...



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.

Our mission is to mainstream student social action, supporting a new generation of active citizens to achieve positive change now and in the future.



Our Values

We place these values at the core of all that we do. Below are some of the ways that we like to live these, but we're always interested to hear how you might interpret these, too.

Be ambitious. We have an excellence reflex, we are problem solvers, have a natural tendency to fine tune, and go the extra mile just to check out the view. We are constantly learning.

Be social. We focus on personal relationships, nurturing and developing people. We are responsive, approachable, attentive, supportive to each other and naturally educative. We believe that together is stronger and fun is better. We like to join the dots between people and are collaborative.

Be motivational. We act positively, with enabling energy and motivation. We are optimistic and give everyone and everything a chance. We have an inspiring outlook to our work, are productive and idealistic.

Be bold. We're innovative and we're visionary, we want to push the boundaries of what is possible. We want maximum impact, and we will change things to get there. We're not afraid to try, and we're not afraid to fail.

Be long-term. We hold a long-term perspective, and will always stay true to our core values to guide us in the the future.





About the Role

Cambridge Hub Manager

The Cambridge Hub Manager leads the work of Student Hubs at the University of Cambridge, supporting Cambridge students to increase their impact in the world around them. You will be responsible for working closely with the University, students and local community organisations, building new relationships and working in partnership with others. **As Cambridge Hub Manager, you will be responsible for all aspects of Cambridge Hub, successfully overseeing the delivery and development of all programme areas and the Hub as a whole.**

This is a superb opportunity to create significant social impact, develop vital skills and work with outstanding people, both at Student Hubs and the University of Cambridge. We believe in challenging and trusting you from early on - you'll receive plenty of responsibility and freedom to lead on our programmes and shape the direction of our work in this area. You will receive support and training to help you develop personally and professionally. Other previous Hub managers have gone on to gain senior management roles at Student Hubs and other organisations - this is a fantastic opportunity for career progression whether within our organisation or beyond.

Location: Cambridge, with some travel to London and other Hub cities (all expenses reimbursed)

Salary: £25,000 p/a pro rata

Line Manager: TBC

Contract Type: 12 months fixed term contract, with possibility of extension

Hours: Part-time, 0.4-0.6 FTE (2-3 days/week)

We are currently recruiting for a number of part-time roles across the Student Hubs network and are open to conversations with candidates about combining these into full-time roles, depending on interest and experience.

Start date: ASAP





Application Process

To apply, send your CV and covering letter (maximum 2 pages) to recruitment@studenthubs.org. Please detail your relevant skills and experience that make you a good fit for the role and the organisation. If you wish to discuss the role, please contact Pippa Smith, Student Hubs Executive Director, on pippa.smith@studenthubs.org in order to arrange a call.

When submitting your application, we request that you fill in our Equal Opportunities Monitoring form which can be found [here](#).

If you are interested in the role but are not sure you have all the skills, please do apply. We invest in our staff and actively seek to support your professional development through peer mentoring and training; so don't be afraid to take the leap. **This role includes a broad spread of responsibilities, and we provide full training in each area to ensure that the successful candidate feels well equipped, supported and excited to deliver their responsibilities. If you have questions about a particular aspect of the role, please don't hesitate to ask.**

Deadline: Rolling. Apply by Tuesday 6th August midday for first interview date on Monday 12th August
Interviews: w/c 12th August, w/c19th August (provisional dates)

We are looking forward to hearing from candidates who share our values and want to help us make our vision a reality.

Student Hubs does not discriminate in employment matters on the basis of ethnicity, nationality, religion, gender, age, sexual orientation, disability or any other protected areas. We support workplace diversity and believe it creates dynamic, relevant organisations, fostering spaces for innovation and creativity. We are working hard to increase diversity in our team and would like to encourage your application to become a part of it.

We are happy to make reasonable adjustments to enable candidates to show their suitability for any role. If you have particular accessibility needs, including special educational needs and would like to discuss them at any stage of the application process, please get in touch with the hiring manager to let us know how we can make the process more accessible.

At Student Hubs, we are committed to protecting and respecting your personal data: we want you to understand exactly how we process your personal data and why we need this information. You can view our Privacy Notice [here](#).





Responsibilities

Fundraising and Financial Management

Student Hubs has a long-standing and successful track record in fundraising. All Hub Managers play a vital role by fundraising among their immediate communities and with small-medium-sized trusts and foundations. Full training is provided.

- Manage Cambridge Hub's budget to meet required income and expenditure targets, review monthly management accounts and re-prioritise activities accordingly
- Lead on fundraising to support Cambridge Hub activities, including stewarding existing funding relationships with the University, submitting small-medium sized applications to appropriate trusts and foundations, managing community fundraising opportunities alongside local staff and Student Committees and developing the Hub's relationship with corporate partners
- Set annual plans and budgets to deliver on strategic objectives

Partnerships and Stakeholder Management

- Maintain and develop senior-level relationships with key stakeholders and funders to gain financial and operational support for programme delivery and expansion
- Represent Cambridge Hub among community stakeholders, such as Cambridge City Council, Cambridgeshire County Council, and other civic bodies
- Explore opportunities for regional growth to new Higher Education partners in and around Cambridgeshire

Programme Management

- Shape the delivery of Cambridge Hub's activities, with potential to expand and develop core programmes to engage more students and community partners
- Ensure all agreed impact outputs and outcomes are achieved on time and within budget, holding responsibility for programme delivery across the Cambridge Hub team
- Support the delivery of one Cambridge Hub programme, Engage for Change
- Deliver high-quality events for high-profile University and local stakeholders as part of programme delivery, fundraising and outreach

People and Line Management

- Line manage the Cambridge Hub Programme Manager
- Provide ad-hoc support for student leaders coordinating student-led projects and programmes
- Support the Cambridge Hub Programme Manager to lead the student committee, providing training and one-to-one support where necessary

Person Specification

The ideal candidate will be an ambitious self-starter with project management experience, a passion for social action, and a desire to develop within the charity. As an enterprising and proactive individual, you'll be driven to build on Cambridge Hub's success to date, improving our current programmes and looking for ways to expand our offering. You'll be excited by the idea of growing the social action movement amongst Cambridge students, and will be comfortable communicating with a range of stakeholders, from students to local charities to senior figures at the University.

We are looking for someone who will be committed to developing within this role for at least two years, as we continue to grow and embed the Hub within the University. The successful candidate will have the following competencies and experience:

Criteria	Essential/ Desirable
Experience of effectively building and maintaining relationships with a range of stakeholders; comfortable communicating with senior stakeholders as well as students	Essential
Experience of generating income from a range of sources; able to exercise an innovative and strategic approach to income generation	Essential
Experience of project or programme management	Essential
Structured approach to planning and organising work	Essential
Strong organisational skills with excellent attention to detail	Essential
A persuasive enthusiasm for and commitment to social action	Essential
Adaptability and willingness to learn	Essential
Strong strategic thinking and ability to take into account long-term impact of decisions	Essential
Commitment to Student Hubs' Vision, Mission and Values and ability to fit into our organisational culture	Essential
A confident, can-do and proactive attitude	Essential
A least one year of work experience in the social impact or higher education sector	Essential
Experience of managing budgets	Desirable
Experience of student social action and managing volunteers	Desirable
Experience of delivering and facilitating training sessions	Desirable
Experience of organising and delivering events in collaboration with external partners	Desirable
Experience of using coaching methodologies to advise and support others	Desirable
Contextual knowledge of the university landscape and higher education sector	Desirable