



Academic Director of Community Programmes

Candidate pack

Specific responsibilities

- Provide academic leadership and direction for the Leading with Purpose programme:
 - Ensure that the programme is academically coherent; suitable for its participants; and remains informed by research developments in the leadership field.
 - Liaise with leads of the scholar-led Learning for Purpose programme to ensure complementarity.
- Design and, with others, deliver the Leading with Purpose programme:
 - Provide regular updates to the Provost and an Annual Report to the Trustees.
 - Solicit scholar participant feedback at least annually.
- Coordinate the delivery of the Leading with Purpose programme:
 - Select and liaise with external speakers and oversee the logistics of their involvement.
- Contribute to the general development and delivery of Gates Cambridge's portfolio of programmes, including a mentoring programme for scholars, and the overall enhancement of the Scholar experience.

General responsibilities

We will look to you to:

- Be available as a source of guidance for members of the Programme, Communications and Global Engagement Teams. The Programme Team currently consists of a Senior Programme Manager and two Programme Officers. We have a Communications Officer, a Global Engagement Manager and a Global Engagement/Events Assistant.
- Contribute to:
 - the Trust's work with scholars in residence and alumni scholars.
 - supporting Trust colleagues and on occasion taking the lead in the successful design and delivery of special events such as high-profile lectures and visits, and Trust-led event for alumni Scholars.
 - the smooth functioning of the Trust office.
 - developing/maintaining good relations with the University of Cambridge, the Gates Foundation and other external organisations, including representing

the Trust on committees and contributing to university projects that are of benefit to the Trust.

- the preparation of papers for meetings of the board of Trustees.
- Ensure best value for the Trust in the planning and delivery of all activities.

The above is not an exhaustive list of duties, and you may be asked to take on different projects/tasks. All employees are expected to work collaboratively to support the overall work and smooth running of the Trust.

Person specification

Criteria	Description	Essential or Desirable
Experience	• Familiar with research in the theory and practice of leadership, and the ability to connect theoretical knowledge with practical experience. • Designing and delivering leadership programmes. • Working with people from a range of ethnicities, socio-economic groups and nationalities. • Leading the development and delivery of projects in a range of areas, convening and co-ordinating across different activities. • Managing budgets.	E
Skills and Attributes	• The ability to hold space for diverse views, ensuring that everyone feels safe expressing their views, supported to participate, and able to contribute. • Flexibility, able to manage and deliver a broad range of activities simultaneously. • Skilled communicator, able to present information engagingly and accurately for a variety of audiences.	E

	• Collaborative, collegial and focused on delivering good outcomes. • Initiative, able to make progress largely without detailed instruction and being as willing to do as to manage and lead.	
Qualifications	Educated at least to first degree level/equivalent.	E
	Educated to PhD level.	D

Terms and conditions:

Location: Bill Gates Sr. House, 17 Mill Lane, Cambridge, CB2 1RX.

We practise a hybrid working model and the successful candidate will be expected to be in the office for a minimum of four days a week (pro rata if part-time). The Trust reserves the right to change remote working status with notice to employee.

Salary: £67,468-£73,708

Hours of work: Full-time or 0.8 FTE. You should expect to attend some events outside ordinary working hours and may be asked to undertake some international travel.

Length of appointment: 2 year secondment or fixed term

Probation period: 3 months

Annual leave: 33 days (including fixed periods at Christmas when the Trust's offices are closed) plus Bank Holidays. The period for calculation for entitlement to annual leave is 1 January to 31 December. Pro-rata if part-time.

Pension: University of Cambridge Contributory Pension Scheme or your existing University pension scheme under a secondment arrangement.

Pre-employment checks: The Trust has a legal responsibility to ensure that you have the right to work in the UK before you can start working for it. If you do not have the right to work in the UK already, any offer of employment made to you will be conditional upon you gaining it.

Other:

- Private healthcare is available.
- Access to the University of Cambridge card.
- The Gates Cambridge Trust is supportive of continuous professional development for staff and suitable opportunities for training and development will be actively considered.

Equality, diversity and inclusion:

The Trust actively supports equality, diversity and inclusion and encourages applications from all sections of society.

The Trust welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

How to apply

Applications must include the following:

- a cover letter setting out why you are a good fit with the role (no more than two pages of A4).
- A current curriculum vitae.
- The names of two referees (these can be included in your CV or as a separate document and will only be contacted in the event of an offer).

The above should be sent to jobs@gatescambridge.org by the deadline. Please save all documents you submit using the format: First name Last name document type – e.g. Joanna Smith cover letter.

Only complete applications will be considered. The Trust is unable to provide feedback on unsuccessful applications.

Schedule

- Applications open: 20th November 2025
- Application deadline: 18th December 2025
- Interview date: 19th January 2026

Questions and further information

For full details about the Gates Cambridge Scholarship programme and Gates Cambridge Trust, please visit our website: www.gatescambridge.org.

If you have any questions about this role, please email jobs@gatescambridge.org.

For details about how we process your personal data when you apply for a position at the Trust, please see our data protection page.