

**JOB TITLE:           TEACHING ASSOCIATE, THE CAMBRIDGE CENTRE FOR SOCIAL INNOVATION (FIXED TERM)**

**REPORTS TO:       CO-DIRECTOR OF THE CENTRE FOR SOCIAL INNOVATION**

#### Background

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The Cambridge Centre for Social Innovation (CCSI) at Cambridge Judge Business School (CJBS) acts as a hub for global thought leadership and practice in making social change. Its primary focus is to understand, promote, and engage with social innovators and create and support social ventures and projects.

Central to the Centre's vision is to help turn ideas into action. Conducting cutting-edge research, fostering change makers from across sectors, and supporting the development of social ventures, we aim to create sustainable social and economic value through generating and disseminating knowledge.

More information about the Centre's activity can be found at: [www.jbs.cam.ac.uk/socialinnovation](http://www.jbs.cam.ac.uk/socialinnovation).

#### The role

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The teaching requirements for programmes delivered by Cambridge Judge Business School demand a unique combination of scholarly research skills and practical knowledge gained from industry experience.

Cambridge Judge Business School is a relatively new entrant in the very competitive global market for graduate business education. Our strategy is to be positioned among the best business schools in the world.

The role holder will play a part in developing and supporting the teaching offered by the CCSI, including the MSt in Social Innovation programme at the Business School. They will have an active interest in education for social innovation, which will inform their contribution to the programme delivery.

#### **Main responsibilities**

##### Content development

- Developing course material (online and classroom) for the MSt and other CCSI programmes, in collaboration with faculty.
- Working with CCSI and digital learning colleagues to design and produce course content.
- Assessment including examination.
- Giving feedback to students on non-assessed work and after examinations.
- Writing examination reports for submission to the Exam Committee.



### Teaching support

- Supporting experiential activities online and on-site.
- Engaging with the student discussion forums on Moodle.
- Delivering tutorials via various platforms or face-to-face.
- Dealing with academic enquiries from students.
- Coaching students wanting to improve their academic skills.
- Writing reports (where appropriate) for non-research related projects and for consideration at the Teaching Committee.

### Research support

- May be asked to perform research assistance, including qualitative data collection and analysis.
- May be asked to proof-read or edit research documents for publication or funding applications.

### Administration

- Be a member of the relevant subject group, determining teaching requirements.
- May, on occasion, participate in School/University committees where appropriate and/or where invited.
- Undertake additional duties as appropriate.

### External

- May, on occasion, participate in external working groups relating to teaching, in particular assessment.
- May, on occasion, be asked to mark examination papers for other institutions.

### The person

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The ideal candidate should have the following qualities, skills, and attributes:

- Educated to a PhD level in relevant specialist subject area or equivalent teaching experience.
- Knowledge in the field of social innovation and approaches to address social, cultural, economic, and environmental challenges and opportunities.
- Good interpersonal and communication skills for explaining concepts and complex information to non-experts, develop and encourage the commitment to learn in others and to present material to a range of audiences.
- Good command of academic english.
- Experience of qualitative research process, including use of text-based analysis software.
- Experience of teaching and examining postgraduate level in subjects which are relevant to the Master of Studies in Social Innovation.
- Experience of UK tertiary teaching and examining including examination boards.
- Creative, proactive with the ability to take initiative.

- Good team worker but able to drive forward own workload with little direction or input from colleagues.
- Able to grasp unfamiliar ideas and concepts quickly.
- Excellent organisational skills and able to prioritise a busy and varied workload.

#### Benefits

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This is a full-time position working 37 hours per week. There will be a two year probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range of £35,116-£45,413 per annum.

#### **This is a fixed-term appointment for three years in the first instance.**

The full incremental salary range for the position is advertised in order to demonstrate the progression within the Grade. In the majority of cases, appointments will be made at the Grade minimum; only in very specific, exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities, and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

#### Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register for an account (if you have not already) and log in before completing the online application form.

#### **The closing date for applications is 1 June 2025.**

Applicants are required to provide details of two referees. Typically, referees will not be contacted until an offer has been made. In exceptional circumstances, we may need to contact your referees at an earlier stage of the recruitment process; however, this will only be done with your prior consent.

## Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

### Information if you have a disability

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The University welcomes applications from individuals with disabilities. We are 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. Information for disabled applicants is available at [www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within](http://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within).

We encourage you to declare any disability that you may have and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact [hrsupport@jbs.cam.ac.uk](mailto:hrsupport@jbs.cam.ac.uk).