

JOB TITLE: EMPLOYER ENGAGEMENT – FINANCE AND NEW BUSINESS LEAD

REPORTS TO: HEAD OF EMPLOYER ENGAGEMENT AND PROJECTS

Background

Cambridge Judge Business School delivers a suite of post-graduate business education programmes, offering experiential learning and personal and professional development to experienced post-graduate professionals from over 50 countries across the globe looking to progress their careers. The CJBS Careers team supports the professional development and career ambitions of CJBS premium fee programmes, the largest revenue-generating degrees of the School, with annual cohorts of 400 students contributing around £30 million in revenue. Our students are mature business professionals. The overall average work experience across programmes is eight years. The one-year Master of Finance (MFin), one year MBA and the 20-month Executive Master of Business Administration programme (EMBA) are premium fee programmes where candidates are making a significant investment in their education and future and have high expectations of professional career support that will deliver outcomes commensurate with that investment.

CJBS Careers is key to ensuring that our students get the professional development, career management skills and recruitment opportunities to achieve their post programme career ambitions. It is essential that we provide an extensive, international, and diverse portfolio of opportunities to meet and exceed the very high expectations of potential candidates and the mature business professionals that make up our student body.

CJBS is consistently ranked as one of the world's top business schools, with our MBA, MFin and EMBA programmes ranking among the top in the world. The performance of our premium programmes is of vital importance to the ongoing international reputation and success of the School, so the role holder plays a critical part in the overall financial success of the School and its ability to fund and grow teaching and research activities. Over 30 per cent of the key Financial Times global ranking is based on career impact - number of the cohort in employment after three months, salary uplift, alumni career progression and satisfaction with careers provision offered by the School. Applicants rely heavily on these rankings in their choice of programme.

The primary responsibilities of the Finance Lead are to identify, establish and maintain positive relationships with key postgraduate employers of CJBS students across the finance sector to encourage recruitment from the School; to manage the provision of recruitment services to employers; and to expand the range of recruitment activities and employment opportunities available to CJBS students. The role holder negotiates with senior recruiters of global companies to ensure that recruitment activities are aligned with CJBS programmes and timelines and works with them to understand recruitment requirements and required skill sets so our students have the best chances of success. The role holder will develop a programme of information sharing and knowledge transfer via presentations, workshops, one to ones and relevant learning materials, leveraging School, corporate and alumni

contacts and managing external advisors for specific skills sessions. The role holder also acts as key point of contact for the MFin Programme and students.

Through providing the highest level of service, the Finance Lead contributes to the positive employment and career outcomes of our students and thereby on CJBS rankings, a key influencer in terms of student choice of business school.

The role

Corporate facing: The role holder plays a pivotal role in the strategic planning, coordination and delivery of CJBS Careers provision focusing on the finance sector and wider new business development, focussing on the key target sectors for our postgraduate students.

The role holder initiates, develops, and manages relationships with employers and recruiters across sectors identifying new areas for business development. The business development is based on market research and student interest to increase scale, quality and the number of corporate relationships and strategic partnerships.

This role will build relationships with individuals and organisations to determine, develop and facilitate the School's strategies, targets and success in this market. The role involves developing, setting, and meeting key performance indicators (KPI) targets on a regular basis.

Student facing: The role holder helps students gain the knowledge, insight and skills to successfully navigate their job search and career journey across a variety of sectors.

This role leads on business development in this sector, identifying and managing new business and key client accounts and developing excellent working relationships, to ensure that CJBS is a target school of choice for recruiters. The role holder must keep up to date with the field of finance recruitment, and wider industry employers in this area, and competitors' products and activities.

Internal CJBS facing: The role intersects business development, alumni and employer relations, working closely with the Head of Employer Engagement/ Director of Careers and Programme directors to ensure business development activities are aligned with programme, school and student goals. They also work with Student Special Interest Groups, Alumni and External Relations, Executive Education to identify opportunities for employer outreach.

Main responsibilities

Business development strategy and relationship management

- Contribute and deliver to the annual employer engagement strategy and action plan; identify target organisations in the finance sector and responsible for the increase number and range of organisations engaging with CJBS students for projects, internships and employment. Business plan to include research, outreach and target milestones for each organisation, with the aim of increasing the number of relevant job opportunities for our students.
- Engage with recruiters and employers in the sector to understand talent needs, required skills and experience to share with students, careers team and programmes; leverage corporate contacts of current students and alumni to facilitate engagement; proactively initiate new leads and relationships with senior management of key organisations in the sector in order that CJBS is viewed as a priority target school.

- Network with senior leaders, practitioners and HR professionals to build sustainable long-term relationships via regular visits, professional conferences and meet-ups; bring organisations to campus to connect with students and the broader CJBS community and log all engagements on the customer relationship management system (CRM) for research and analysis.
- Collaborate with other CJBS department and relevant faculty to maximise business development opportunities and project activities.

Student and alumni engagement

- Use data from incoming students to develop and implement an engagement strategy and action plan in conjunction with Head of Employer Engagement, and Career Development and Careers. With the Career Development team, design and deliver career sessions relevant to the sector both virtually and in person.
- Using employer research, identify required skillsets and career pathways for students interested in the finance sectors; develop a programme of information sharing and knowledge transfer via presentations, workshops, one to ones and relevant learning materials, leveraging School, corporate and alumni contacts and managing external advisors for specific skills sessions.
- Engage with student special interest groups (SIGs) to facilitate knowledge transfer and with alumni to strengthen support for the School, involve them in recruitment activities and facilitate referrals. With the employer engagement team, develop and manage a process for systematic follow up with CJSB alumni to facilitate networking, information and mentoring for students.
- Manage individual relationships with allocated group of 'case' students through initial one to one meetings and regular follow-ups. Ensure students are engaged throughout the year and highlights any (potential) issues at earliest opportunity.

Research, analysis, and reporting of labour market insights

- Working with Data Insights Manager, identify regions, sectors and organisations of interest; research, report and share relevant market trends with students, senior management and programmes in the form of regular (termly) insight reports.
- Research analyse and report on recruitment trends and employment prospects across regions, finance sectors, functions and company organisations in this sector. Make recommendations to prioritise business development activities and to share with students and senior management.
- Conduct competitor research and benchmarking to track and improve business development activities.
- Establish and manage metrics and processes to track business development activities, outcomes and results with a view to continuous improvement; create activity reports for stakeholders to include trends and insights, and number, range of recruiters and job opportunities created.

Marketing and communications

- Working with the Communications and Marketing Lead, develop a marketing strategy and plan and timeline to connect with prospective employers and encourage engagement with CJBS.
- Identify student success stories to showcase for marketing materials and campaigns.
- Market the School and its programmes to prospective employers, recruiters and practitioners in target sector.

- Devise customer pathways for recruiters to allow for simple, accessible engagement with the School.

Support the CJBS Careers team

- It is expected that the role will work alongside and support the wider CJBS Careers team when there is a requirement. These can be activities which are not directly related to the role but involve an element of team support.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Demonstrable experience and understanding of sales and marketing.
- Initiative and interest in the role are key.
- Business development experience including ability to build strong, sustainable relationships.
- The ability to design and facilitate career events, with strong programme management and communication skills.
- The empathy and interpersonal skills required to help individuals navigate and manage career transitions. The ability to adapt approach according to different audiences' needs.
- Experience working in a multicultural environment; sensitivity to employment differences between the UK and elsewhere.
- Confident communication and interpersonal skills. Able to develop and build strong relationships, and effectively and professionally represent the programme, school and wider university.
- Ability to exercise a high degree of responsibility, judgement and initiative.
- A high degree of discretion, cultural awareness and sensitivity.
- Ability to think strategically, multitask and deliver to tight deadlines.
- A good competency in use of digital platforms.
- Driven by high level of customer service, user experience and process improvement.
- Highly developed planning and analytical skills, and a flexible approach to work.
- Tactful and objective; ability to listen; ability to instil confidence in others.
- Ability to work both independently and collaboratively within a small team.
- Strong oral, written and presentation skills.
- Occasional weekend and evening work required.

Desirable:

- Knowledge of recruitment procedures in finance or other sectors

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £41,671-£55,755 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for 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. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

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 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 an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 13 July 2025.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

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. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

Information if you have a disability

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

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position by email on hrsupport@jbs.cam.ac.uk.