



The Møller Centre is a purpose built management training and conference centre set in the grounds of Churchill College, University of Cambridge. Winner of 'Best UK Management Training Centre' (Meetings & Incentive Travel Awards) for the last three years, The Møller Centre is a wholly owned subsidiary of Churchill College. Our purpose is education - all our profits are covenanted to Churchill College for investment in undergraduate and graduate education and student support.

We have three key areas to our business;

- **Møller Centre Executive Education** - delivering customised executive education programmes providing a special combination of practitioner and academic based learning to senior executives from international organisations.
- **The Møller Centre** - a world class host venue for clients' own training and development activities.
- **The Møller Professional Service Firms Group** - One of the largest and most experienced teams of specialist practitioners in the professional service firms market.

We have clear growth strategies and need exceptional people to be part of our team. The team we have developed are enthusiastic, hard working loyal and extremely professional. At The Møller Centre the values of 'empowerment' and 'service excellence' are ingrained in everything we do all day, every day. Consequently we have successfully created an outstanding culture that is second to none and in the last four years have been awarded a 2* outstanding status from the Best Companies to work for accreditation process.

We offer good salaries and benefits including a discretionary profit related bonus, use of the on-site gym, 25 days holiday per annum plus bank holidays, free on-site car parking and meals on duty.

If you are interested in this exciting role please complete the application form on our website <http://www.mollercentre.co.uk> and email it together with a copy of your CV to mark.carberry@chu.cam.ac.uk

If you wish to discuss this position in more detail, please contact Mark on 01223 465557. Alternatively, post your application to Mark Carberry, Head of Sales, Marketing and Executive Education, The Møller Centre, Storey's Way, Cambridge CB3 0DE.

Job Description

Job Title: Programme Manager – Møller Centre Executive Education

Hours of Work: 37.5 hours per week - Predominantly Monday to Friday 09.00 – 17.00. The role will require some weekend and evening work to accommodate the provision and support of the residential executive education programmes. Overtime to be taken in lieu.

Responsible to: Head of Sales, Marketing and Executive Education

Responsible for: Not applicable

Overall objective:

To provide support to the Møller Centre's UK and Overseas executive education teams in maintaining high level relationships with clients and working as part of a team to deliver tailored programmes which meet the client's specific business needs. Responsible for developing relationships and ongoing communication with key individuals from within the University, other business schools, practitioners and business consultants who may contribute to the executive education programmes and associated research.

Main responsibilities:

- To assist with the programme management and delivery of customised executive education programmes for senior executives from global organisations.
- To have specific responsibility for administrative and logistical tasks supporting the overall programme and research delivery objectives.
- To assist in the preparation of meetings with clients to discuss training and development requirements and research opportunities.
- To participate in client meetings, as required, to define and clarify course requirements, minute client meetings, outcomes and operational details and ensure these are appropriately communicated.
- To ensure that all materials prepared for courses and research projects are fully accurate, comply with corporate brand guidelines and are collated and distributed accordingly.
- To ensure that all facilitated course content post event is captured in a timely manner.
- To assist with the organisation, hosting and management of all activities both on and off site whilst the client is on a programme, ensuring the highest quality of service is consistently delivered.
- To source, engage and manage external suppliers, as required, for specified projects to include speakers, company visits and cultural activities.
- To prepare purchase orders for speakers whilst maintaining precise and up to date records to ensure work is delivered in a time and cost effective manner, within budgetary constraints.
- To prepare draft invoices, financial costing reports and summaries as required.
- To liaise with the other members of the staff and work as part of the team, providing administrative support in other areas as may be necessary.
- To communicate effectively with all internal and external organisations to promote The Møller Centre as a professional organisation.
- To carry out any reasonable request made by a member of management in a timely and cost effective manner.

Person Specification

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

- A Bachelor's or first degree. **Desirable**
- Experience in the co-ordination and delivery of executive education programmes. **Desirable**
- Experience of event or programme management, preferably in a higher education environment. **Essential**
- The ability to work with very senior members of both national and international organisations, being aware and adaptable to the cultural sensitivities of working with international clients. **Essential**
- Excellent IT skills, including Microsoft Office packages: Word, Excel and PowerPoint. **Essential**
- Excellent spoken and written communication skills alongside exceptional interpersonal and presentation skills. **Essential**
- First class organisational skills to manage a varied and significant portfolio of work, at times under pressure, alongside the ability to be accurate and decisive, working independently or as part of a team. **Essential**

Health and Safety:

You must ensure that all Health, Safety and Security regulations are adhered to at all times, this includes the fire procedures, manual handling and VDU regulations, all of which you will be made aware. Please ensure that you report any faults or infringements of these procedures or act immediately where appropriate to correct them. You have a duty to carry out work so that you never put yourself or others at risk, creating a safer working environment for everyone.

Training and Development:

The Møller Centre has a Company Business Plan which sets out the aims and objectives of the Centre and what we hope to achieve. As part of the process of achieving these objectives, we are committed to train and develop all our staff.

You will be provided with all the relevant statutory training required for you to carry out your role safely and further training requirements would be discussed at your personal development review.

Business Development:

As outlined in the Company Business Plan all staff are expected to contribute to the business, taking responsibility for the delivery of consistent service excellence to clients thereby exceeding their expectations.