



Freelance Programme Manager, Executive Education

Park End Street, Oxford
Competitive rates
Freelance contract
Saïd Business School, University of Oxford



The role

You will be responsible for the planning, preparation, logistics and delivery of Executive Education programmes, reporting to a manager within the Client Engagement and Programme Delivery team. The Programme Manager (PM) will have an allocated portfolio of programmes and will be the driving force behind the planning, preparation, logistics and delivery of each one, ensuring consistency in all aspects of the programme lifecycle.

Programmes are delivered both on-campus and at times virtually, and a demonstrable autonomous and proactive approach is required within this role, as well as flexibility around working hours.

Key interfaces

The PM will be responsible for ensuring that participants, clients, faculty and speakers on the programmes in their portfolio experience excellence, from preparation to delivery execution. To ensure this, they will build rapport and naturally engage and interact with the following key interfaces:

- Clients and participants
- Programme Directors, Academic Directors, Faculty and speakers
- Colleagues across ExecEd
- Core service teams including AV/IT, Catering, Housekeeping and Conferencing
- Other providers including external venues, hotels, transport etc.

Responsibilities

Responsibility for ensuring that the operational planning to delivery is executed to a high standard.

- Help to manage project plans and supporting documentation – including producing regular status reports and meeting notes for relevant internal and client-related activities.
- Oversee the arrangements for the delivery of programmes, virtually, on-site at the School or off-site at the client's premises or elsewhere, to ensure smooth delivery of the programme.
- Able to communicate clearly and concisely in a timely, professional and effective way with a range of stakeholders including faculty, guest speakers, participants, off-site venues (both UK and abroad), contractors and support staff. Actively listens and contributes to building strong working relationships.
- Responsible for the planning and management of key programme tasks:
 - Accommodation, transportation and catering arrangements for participants.
 - Liaise with faculty / contributors to obtain content requirements and materials.
 - Liaise with external suppliers (hotels, college dinners etc.).
 - Create and maintain programme-specific virtual learning platforms.
 - Onsite delivery support (in Oxford or client premises) during programme deliveries.

Relationship management

- Meet and liaise with client representatives, ensuring a clear understanding of the client's objectives as well as programme delivery requirements is communicated to all relevant parties and that the client objectives are considered in all relevant aspects of programme planning to delivery.
- Support delivery team members on all aspects of programme planning, logistics and delivery, ensuring outstanding standards and set processes are followed.



- Ensure quality standards in documentation, communications and programme materials by reviewing for quality assurance.
- Excellence in delivery throughout each programme from preparation to completion and deal efficiently with any issues or requests.

Budgets, financials and contracts

- Work in a proactive manner to ensure that costs are monitored in 'real time' and manage this within your project teams to ensure that margins are maintained.
- Follow all School processes and procedures to ensure financial and contractual elements are adhered to.

Selection criteria

Essential selection criteria

- Proven competence and experience of programme/events management.
- Experience of administrative and organisational skills, possessing project management skills.
- An organised and structured approach to work and an ability to work under pressure, without direct supervision to meet deadlines, reorienting at short notice as required.
- First rate interpersonal and communication skills (both oral and written) and an ability to work with senior corporate contacts, external stakeholders and with the academic community.
- Solution focused, with keen attention to detail. A flexible approach to work location and hours.
- Comfortable and confident, with a calm professional demeanour, a strong personal commitment to customer care, an enthusiasm for meeting people and cross-cultural awareness.
- High level of IT literacy and proficiency with standard office software as well as knowledge of project management software, Zoom and Virtual Learning Environments; willingness to learn new skills and approaches.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK and proof of your identity.



About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. For more information, please visit www.ox.ac.uk/about/organisation.

Saïd Business School

Saïd Business School blends the best of new and old. We are a vibrant and innovative business school, but yet deeply embedded in an 800 year old world-class university. We create programmes and ideas that have global impact. We educate people for successful business careers, and as a community seek to tackle world-scale problems.

We deliver cutting-edge programmes, including the highly regarded MBA, Executive MBA, a number of specialist MScs, a portfolio of custom

and open programmes and accredited diplomas for executives, and we undertake ground-breaking research that transform individuals, organisations, business practice and society. We are an international and outward looking School with our programme participants coming from more than 50 countries.

We seek to be a world-class business school community, embedded in a world-class University, tackling world-scale problems.

Sustainability

Saïd Business School is committed to the highest standards of environmental sustainability, preserving the planet for future generations and acting in a socially sustainable manner. As an employee you are expected to uphold these commitments in accordance with our Environmental Policy. You can learn more about our organisation's sustainability efforts at:

<https://www.sbs.ox.ac.uk/about-us/school/sustainability>.

Diversity and Inclusion

Oxford Saïd is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected. We recognise that the broad range of experiences that a diverse staff and student body brings strengthens our research and enhances our teaching, and that in order for Oxford to remain a world-leading institution we must continue to provide a diverse, inclusive, fair and open environment that allows everyone to grow and flourish.

Oxford Saïd holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.



Our Values

To better understand our Values, what behaviours demonstrate them and how they are involved in your everyday work we have created the below descriptors.

Transformational

We challenge constructively, provoke thought, and influence and inspire others to develop.

Respectful

We are caring, supportive, appreciative, embrace difference and value each other's opinions.

Entrepreneurial

We embrace and encourage change and innovation. We are creative, flexible and brave.

Collaborative

We are stronger together. We are inclusive, approachable, listen to others and value good communication.

Purposeful

We are a community who believe in sustainable growth, and are responsible, principled and transparent.

Excellence

We are professional, focused and aligned, and have a responsibility to do the very best we can.

Wellbeing

Saïd Business School acknowledge the importance of wellbeing, in enabling people to thrive at work and ensure a work-life balance. It provides a number of initiatives to help support wellbeing and would encourage you to participate. At an individual level, wellbeing means recognising what helps us remain resilient and taking appropriate steps. If we experience difficulties, doing our best to rectify them and making our line manager aware of aspects that they could support us with.

Further information about Saïd Business School is available at www.sbs.oxford.edu.

Social Sciences

Oxford Saïd is a department within the Social Sciences Division, one of four academic Divisions in the University, each with considerable devolved budgetary and financial authority; and responsibility for providing a broad strategic focus across its constituent disciplines.

The Social Sciences Division represents the largest grouping of social sciences in the UK: home to a number of outstanding departments and to the internationally ranked Law Faculty; all are committed to research to develop a greater understanding of all aspects of society, from the impact of political, legal and economic systems on social and economic welfare to human rights and security. That research is disseminated through innovative graduate programmes and enhances undergraduate courses. For more information please visit <https://www.socsci.ox.ac.uk>.



Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>.

The University's Policy on Data Protection is available at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.



Saïd Business School
University of Oxford
Park End Street
Oxford, OX1 1HP
United Kingdom
www.sbs.oxford.edu

All information is correct at the time of going to press.

Please check our website for the most up-to-date information.

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