

CANDIDATE  
INFORMATION

# HEAD OF TRANSFORMATIONAL PHILANTHROPY

Constellate

GLOBAL TALENT

MANCHESTER  
1824

The University of Manchester

## A WARM WELCOME

---

Great things happen at The University of Manchester because of the work we do. It could be finding a new treatment for cancer, discovering a new wonder material like Nobel Prize winning graphene, providing a prestigious scholarship to an exceptional student, or influencing government policies to help the world's poorest people.

Everyone in our Division of Development & Alumni Relations plays an important role in making this happen and you could be part of this. Development and Alumni Engagement are an integral part of The University of Manchester today.

Our President and Vice Chancellor recognises the enormous value alumni and donors can bring to the University, not only through their generous financial support and investment, but also with their expertise, time, and influence. With over 550,000 alumni around the world, we have an enormous – almost unprecedented - opportunity to help the University of Manchester have an even greater impact in the world.

This is the perfect time to join the University of Manchester as we celebrate the bicentenary of the University, 200 years from its earliest origins in 1824. Over the past ten years, we have significantly grown our fundraising income, with almost £100 million received in the past five years alone and donor numbers increasing by 3000 to over 6000 every year.

Following the celebrations of our 200th anniversary, we will step firmly into our third century by launching a major University-wide fundraising and volunteering campaign. The public phase of the campaign will launch in the Spring of 2025 and will run until at least 2027. The campaign will be the first of its kind in Manchester's history and will build on existing activity to amplify its reach and impact – engaging new audiences and involving the whole of our university community in fundraising and volunteering.

We are focused on continued growth, on innovation and on impact. You will be joining a highly motivated, collaborative, supportive and friendly team.

Driven by the desire to make a difference, we encourage our teams to be ambitious and bold, to stretch themselves and not be afraid to try something new. So much of what we do is about building and nurturing relationships – whether that be with each other, with colleagues across the University or with our alumni and donors – which is why integrity is at the heart of how we work.

This is a significant year to join the Development team in Manchester as we grow our teams to deliver the public phase of our campaign.

If you're looking for a new opportunity which is challenging, rewarding and impactful, then please do consider applying.

We are on an exciting journey as an institution and would love to hear from you.

Best wishes,



**Dale Cooper,**  
Deputy Director of Strategic Partnerships,  
University of Manchester

**Constellate**

GLOBAL TALENT



## THE OPPORTUNITY

---

Right now is Manchester's time to shine. We are currently preparing to launch our first ever major fundraising and volunteering campaign. This year, we are marking our bicentenary with a series of events, programmes and activities.

**At Manchester we don't just focus on what we're good at. We ask what we're good for.**

Through our teaching we are educating a new kind of socially responsible graduate – tomorrow's thinkers, doers and leaders of a better world. Through our research we are addressing the most pressing global challenges with bold and brilliant solutions. Through innovation we are turning ideas into reality, creating the jobs and industries that will sustain us in the future. And in the heart of the city and beyond, we are breaking down barriers to art, science and learning to build stronger, more resilient communities.

Manchester people are different. Not only do we share the values of integrity, being bold, being ambitious, and being collaborative, but we also share a pioneering spirit and the courage to make a difference. The **Head of Transformational Philanthropy** is an opportunity for you to make this kind of impact at Manchester.

We have a track record of success in principal gifts. Most recently in February this year, the [Global Development Institute](#) received a transformational donation of £2 million from the [Rory and Elizabeth Brooks Foundation](#). The gift will deliver an ambitious programme of work aimed at redefining the role of global development research in the 21<sup>st</sup> Century. The donation aims to build equitable partnerships between the GDI, one of the foremost development studies research institutions globally, and Universities across the developing world.

The Head of Transformational Philanthropy is a senior fundraising role within the Division of Development and Alumni Relations (DDAR) office. Reporting to the Deputy Director, Strategic Partnerships, you will work with our highest level of donors to cultivate, solicit and steward

significant principal gifts in support of the University's key priorities. An exceptional major gift fundraiser, you will be responsible for managing a portfolio of relationships with alumni and significant philanthropists to secure gifts for bold, impactful projects and programmes across the University.

We are looking for a major gifts fundraiser who is looking to take a step up in terms of scale, working on gifts at the seven, eight and nine-figure level. Working at the most senior levels across the University, you will be a pivotal member of DDAR's Senior Management Team, actively contributing to the overall direction, success and achievements of the Division. You will play a critical role in developing and executing a strategy for transformational philanthropy to significantly increase philanthropic income across the University. You will proactively build the pipeline, demonstrating a creative approach to reach potential new donors globally.

Additionally, you will offer guidance, mentorship, and motivation for all development professionals engaged in cultivating relationships with prospects and donors at the transformational philanthropy level, and for the three direct reports on the Transformational Philanthropy team.

This is an exciting opportunity for a major gifts fundraiser who wants to make their mark at a globally renowned institution. There is a fantastic pipeline of prospects, strong relationships, an inspiring senior leadership team and academics who are fully engaged in what we are doing here. If you are looking to take your next step and the chance to work with some of the best in the business, this is that career-defining opportunity.

## ABOUT US

---

DDAR colleagues are committed, sociable, and values driven; our office is dynamic and supportive. Motivated by the desire to make a difference, we are encouraged to be ambitious and bold, to push our limits, and to embrace new challenges.

This is borne out by our exceptional scores in the University annual staff survey. In the most recent survey, staff said:

- The University is a good place to work (DDAR = 98%)
- I feel I have a good work like balance (DDAR = 91%)
- Overall, I am satisfied with my job (DDAR = 91%)
- My immediate line manager gives me recognition for work done well (DDAR = 95%)

We enjoy spending time together as a team whether it's at our monthly FUN-raising social events, regular coffee mornings, monthly staff meetings, or the annual

celebration of our values. Our four values reflect who we are, how we do things, and what we want to achieve. Underpinning everything is our drive and commitment to make a positive impact and to make a difference.

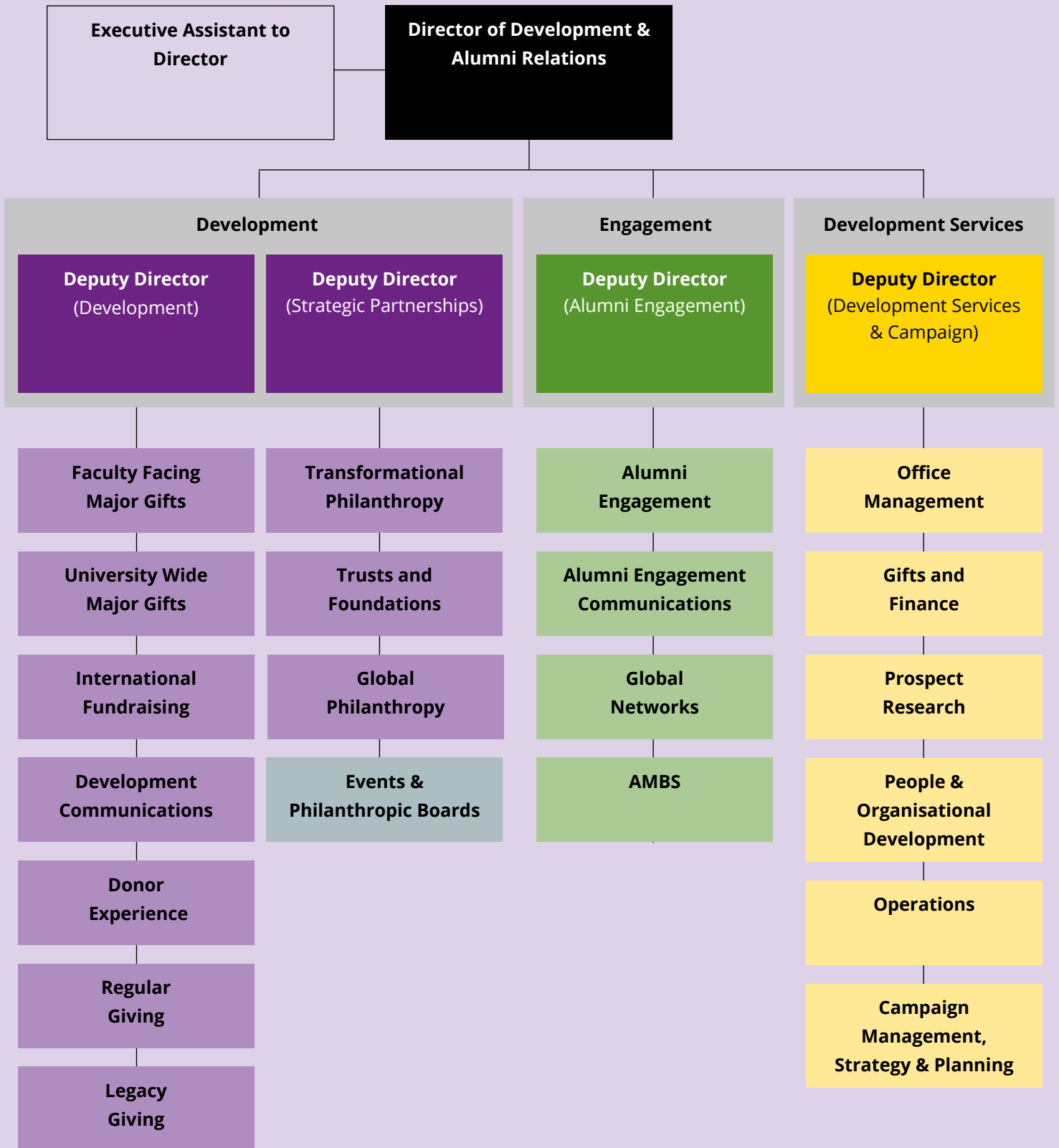
### Manchester Mindset

Our approach to fundraising is driven by our values of being collaborative, bold and ambitious – and approaching our work with integrity. These values underpin the Manchester Mindset: our framework for fundraising success, authored by and for our fundraising team.

As a Manchester fundraiser, you'll have access to a range of support to help you foster the Manchester Mindset. These include regular fundraiser development sessions, mentoring opportunities, and detailed management information to help you perform at your best.

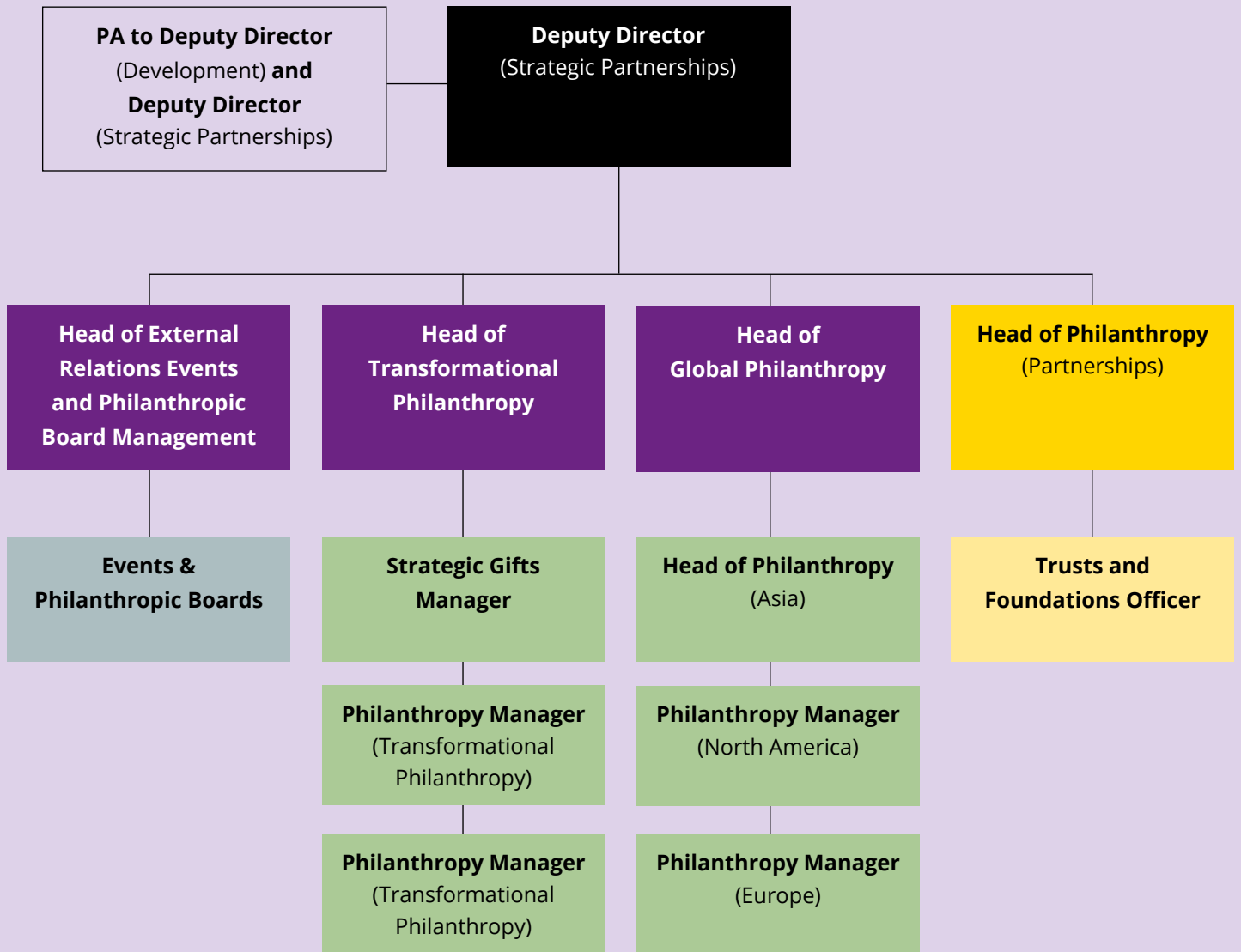


# ABOUT US



# ABOUT US

---





# OUR CAMPAIGN

---

Following celebrations of our 200th anniversary, the University of Manchester will step firmly into our third century, publicly launching a major University-wide fundraising and volunteering campaign in 2025.

The campaign will be the first of its kind in Manchester's history and will build on existing activity to amplify its reach and impact – engaging new audiences and involving the whole of our university community in fundraising and volunteering.

The campaign is currently in its quiet phase with a focus on securing large gifts from high-net-worth individuals and organisations whilst we lay the groundwork for the public launch. Currently we are orchestrating the participative, volunteering element of the campaign, which will mobilise our community of 600,000 staff, students and alumni in actions that deliver our strategy, and using our bicentenary year to optimise build up to a public campaign launch.

The public phase of the campaign will encompass a programme of giving and volunteering activity revolving around four core themes. These themes are: building a more sustainable world; striving for equality and justice; working towards good health for all; and shaping the greatest Manchester possible – by ensuring bright people can thrive here, regardless of their background.

The campaign will help deliver the University's strategic priorities, supporting our social responsibility, employability, civic and internationalisation agendas. We are unique in British higher education in having social responsibility as one of our three core strategic goals, sitting equally alongside our commitments to research, discovery, and teaching and learning.

The overall objectives of the campaign are to:

- Create a sustainable increase in philanthropic income and build a lasting fundraising and volunteering infrastructure;
- Boost pride and help bring the University together to reach shared goals through a stronger, broader base of engaged staff, students, alumni and volunteers;

- Mobilise the University's 600,000 global community (alumni, donors, staff and students) to deliver the University's strategic goals, with a particular focus on employability, social responsibility and internationalisation;
- Strengthen the Manchester story and enhance our reputation;
- Build upon the University's bicentenary, taking place in 2024.

## About Development and Alumni Relations at the University of Manchester

For 200 years, philanthropy has been integral to the University of Manchester. Some of the great industrialists of the 19th century funded many of the iconic buildings that students and staff use today. Throughout our history, alumni and friends have given philanthropically so that future generations can benefit from a world-class education in a world-class environment.

DDAR is comprised of four teams and provides an outstanding experience to donors and alumni who partner in supporting strategic goals. The University benefits from the interest and support of the UK's largest alumni community for a campus-based university, maintaining contact with over 600,000 alumni in over 190 countries.

Beyond philanthropy, we work with alumni volunteers who are engaged in programmes that bring current students and alumni together, to enhance the student experience and take the University's commitment to social responsibility to new levels.

DDAR has raised £100 million over the past five years in philanthropic income and engaged thousands of alumni in giving and volunteering activity.



# THE UNIVERSITY

---

The University of Manchester holds a special place in history. Our origins as England's first civic university are closely linked to Manchester's development as the world's first industrial city. Our bicentenary celebrates 200 years of learning, innovation and research.

We were formed at the birth of the modern world and our founders invested us with progressive principles and a desire to improve people's lives through research and teaching. Throughout our history we have led the way and helped shape the modern world through discovery, ideas and knowledge.

With a breadth of research activity that's unrivalled in the UK, we work across disciplines and beyond the University, connecting the brightest minds to find innovative solutions to the world's greatest challenges. This research feeds directly into our taught courses.

With 25 Nobel Prize winners among its current and former staff and students, we have a history of world firsts and brilliant discoveries, from splitting the atom to giving the world graphene.

We're committed to world-class research, an outstanding learning and student experience, and social responsibility in everything we do.

Access to education remains a key part of our purpose - we are committed to breaking down barriers to learning through our research and programmes that help underrepresented students within higher education. In 2023, we worked with 37,688 young people from 799 schools, 40% of which are in high priority areas, to encourage them to access higher education. We run several access schemes to bring the most talented students to Manchester, regardless of their backgrounds. A key ambition for teaching, learning and the student experience is for there to be no barriers to studying and no boundaries to learning.

As England's first and most eminent civic universities, we draw our pioneering and innovative spirit from a city that was at the heart of the Industrial Revolution. Whilst firmly rooted in the City of Manchester, we are also a truly global university. Our global strategic partnerships and collaborations bring innovation to businesses, and insight to institutions and create an unforgettable experience for those who study with us. We're proud to be among the world's top 50 universities.

Now, with a multicultural campus, four global centres and a research portfolio tackling some of the biggest questions facing the planet, we're well-positioned to continue to thrive in an increasingly international sector.

The world is facing big challenges right now. Challenges that demand bold answers and urgent action. The way we see it, the organisations with the greatest scale and influence have the biggest responsibility to act. We were founded to make a positive impact on the community we're part of. Pioneering spirit and social responsibility are in our DNA, and that of the city we're proud to call home.

For more information about the University, please visit [www.manchester.ac.uk](http://www.manchester.ac.uk).

# THE UNIVERSITY

---

## Diversity, Equality & Inclusion

Our ambition is to create an inclusive place to work and study, one that is characterised by equity, diversity, and a sense of belonging for our community. We are committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of sex, gender identity, disability, ethnicity, religion or belief, sexual orientation, marital or transgender status, age, or nationality.

We have a genuine commitment to equality of opportunity for our staff and students and are proud to employ a workforce that reflects the diverse community we serve:

- 19% of our staff are from a Black, Asian or Minority Ethnic background\*;
- 22% of our staff are international;
- 52% of our staff are women;
- Within our community of more than 44,000 students, we welcome 14,800 international students from more than 170 countries.

One of the values at the heart of our vision and strategic plan is a commitment to equality and diversity, and to equal opportunities for all.

Find out more about our work in this area at [www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion/initiatives](http://www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion/initiatives).

## Sustainability & Social Responsibility

At The University of Manchester, we're committed to a zero-carbon future. Not net zero, but zero direct carbon emissions by 2038.

We have a clear strategy on how we will reduce our carbon footprint, promote sustainability in our teaching and learning, research and innovation, and reduce our negative environmental operational impact.

Travel discounts are available and the use of public transport and cycling to the office is actively encouraged as a way of improving our commitment to sustainability.

## Manchester & the University Campus

Voted one of the ten friendliest cities in the world and the only UK city in National Geographic's influential 'Best of the World' list, which annually sets out 25 of the must-see places to visit around the globe, Manchester has a proud history in science, politics, music, arts and sport.

Manchester city centre is jam-packed with unique and eclectic restaurants, bars, shops, museums and galleries whilst the surrounding Greater Manchester boroughs offer market towns, traditional pubs and beautiful green spaces and waterways to be explored on foot or bike. The city region is easily navigated, with great transport links both in and around Greater Manchester.

The city hosts world-class events and festivals and has a rich and diverse community that creates a vibrant, multicultural and exciting place to live and work.

Learn more about the city of Manchester at [www.manchester.ac.uk/study/experience/student-life/city/](http://www.manchester.ac.uk/study/experience/student-life/city/) and [https://youtu.be/qk-QZOe\\_k4U](https://youtu.be/qk-QZOe_k4U).

The University estate itself is large and varied. We have an on-site library, museum and art gallery, not to mention the world-famous radio telescope at Jodrell Bank. You can attend a varied programme of events at these and other University attractions, many of which are free to staff.

Special exhibitions and free lunchtime concerts run at our Martin Harris Centre for Music and Arts, while those who prefer their music a little more modern can visit the Manchester Academy, which attracts all the latest bands to our campus.

Prestigious lectures on a wide variety of subjects are open to all staff, and you'll also have free access to one of the largest library collections in the UK, including the historic John Rylands Research Institute and Library in the city centre.

# THE UNIVERSITY

---

## **Benefits of working here**

With more than 12,000 people employed in a vast range of jobs, the University of Manchester feels more like a community than a workplace – just one of the benefits of working here.

We strive to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package that include on campus nurseries, a car share scheme, an attractive pension scheme, staff discounts and family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, access to an extensive programme of courses, designed by our in-house Staff Training and Development Unit, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and several other practical considerations.

Please visit [www.staffnet.manchester.ac.uk/people-and-od/benefits](http://www.staffnet.manchester.ac.uk/people-and-od/benefits) where you will find detailed information on our wide range of benefits.



# JOB DESCRIPTION

---

## Reports to

Deputy Director, Strategic Partnerships

## Direct Reports

Senior Gifts Manager, Transformational Philanthropy; Philanthropy Manager, Transformational Philanthropy (x2)

## Key Responsibilities, Accountabilities or Duties

The Head of Transformational Philanthropy will undertake a range of activities commensurate with the grading and responsibility of the post, which will include the following:

### As a member of the DDAR Senior Management Team:

- Represent the interests of DDAR as appropriate, demonstrating a strong understanding of and up to date knowledge of the University's strategic objectives and those of the Division to best represent these internally and externally as appropriate.
- Be the point of contact within the Division and across campus for both transformational philanthropy, and any other areas of Division-wide responsibility as agreed with the Deputy Director and Director.
- Keep abreast of broad new developments and initiatives nationally and internationally across all areas of work covered by DDAR. Working closely with the Director and Deputy Directors, ensure open and consistent communication across the senior management team of current and emerging priorities, and proposed new initiatives, within the area of specialism.
- Represent the interests of the Division at, prepare submissions for, and take responsibility for follow-up from, University-wide strategy groups and committees, as agreed with the Deputy Director.
- Contribute actively to joint planning across the Division and with senior University colleagues to develop DDAR strategic and operational plans, and to take shared responsibility for the delivery of DDAR goals across all these plans.

### Strategic Planning and Consultancy:

- Working closely with the Deputy Director, Strategic Partnerships, develop and deliver the strategy for transformational philanthropy (gifts above £1M).
- Develop and lead solicitation plans for agreed top-level potential donors, working closely with the President & Vice Chancellor, the Vice Presidents and Deans, and members of the senior academic and Professional Services (PS) leadership team, to confirm specific introduction, engagement, and negotiation strategies for these top-level donors.
- Undertake regular reviews and analysis of the internal and external landscape in transformational philanthropy to identify opportunities, threats and weaknesses in the University's activities and to develop strategies, policies and programmes to address these.
- Provide high level support and consultancy to the President & Vice Chancellor, members of the Senior Leadership Team and senior academics across the University as a 'resident expert' on all aspects of transformational philanthropy.
- Represent the University nationally and internationally, including but not exclusively through the Council for the Advancement of Education (CASE), ensuring external recognition for the University in transformational philanthropy, to support the profession as a whole, but also to keep abreast of new innovations and best practice and to use this insight in strategic planning and implementation.

# JOB DESCRIPTION

---

## Personal leadership in top-level fundraising and donor relations

- Achieve agreed multi-year fundraising targets working within an agreed expenditure budget.
- Undertake the personal solicitation of seven, eight and nine-figure gifts from prospective donors, focusing on face-to-face visits and strategic fundraising events. The role-holder will be expected to play a leading role in securing significant gifts.
- Responsible for the transformational philanthropy prospect pipeline; monitoring and reporting on progress, working with colleagues to ensure relationships are moving, providing forecasts and updates for Deputy Director and senior University colleagues.
- Have a deep understanding of the University strategy and plans, and the detail of specific elements within it, to speak with authority and credibility with top level UK and international potential donors, often at short notice, and to write persuasive compelling gift proposals.
- Write and coordinate high-level proposals to individuals and organisations in and consultation with DDAR and academic colleagues. To ensure that all gift proposals are costed accurately, are strategically aligned and approved at the appropriate level in the University (including senior finance staff and academics).
- Demonstrate a full understanding of the University's responsibilities to its donors and uphold the University's policies on the acceptance of gifts and management of benefactions.
- In collaboration with academic and Professional Services colleagues, follow up on gift solicitations to ensure closure and satisfactory settlement and recording of major gifts and commitments.

## Leadership and resource management

- Demonstrate inspiring, confident leadership for transformational philanthropy, influencing, supporting, and coaching fundraisers outside of your direct line management to ensure all relationships with transformational philanthropy donors and potential donors are effectively managed, from the moment they are identified through to donor stewardship. You will be expected to provide training and guidance for colleagues and volunteers on face-to-face solicitation techniques.
- Responsible for financial planning and resource allocation relating to transformational philanthropy activity; monitor fundraising budgets to ensure maximum efficiency, value for money and delivery of key objectives.
- Working closely with the Deputy Directors and Heads of Philanthropy, to develop, refine and articulate prioritised fundraising needs to ensure that they are suitable and attractive for transformational philanthropy donors and potential donors. Monitor these over time to ensure they continue to reflect University priorities.
- Work collaboratively with the Trust & Foundation Officers to identify, cultivate and solicit charitable trusts and foundations with a view to raising awareness of the University's role in a national and international context.
- Work with Communications colleagues to develop and contribute to appropriate support documents for priority projects and opportunities designed to inspire transformational philanthropy donors.
- Responsibility for ensuring you adhere to relevant fundraising regulation and current data legislation whilst ensuring fundraising is ethical and that due diligence is undertaken as necessary.
- Based on the principle that prior donors are the best future prospective donors, work closely with academics and with colleagues in the donor relations team to oversee implementation of effective stewardship plans so that major donors are fully aware of the impact of their gifts and feel motivated to make further significant gifts to the University.
- Work collaboratively with the External Relations Events Team to ensure there is an effective event programme for transformational philanthropy donors and potential donors.
- To establish strong relationships with senior academics working with transformational philanthropy potential and current donors, provide high level of support, advice and guidance for them.

## JOB DESCRIPTION

---

- To update key donor-related boards (including the Global Leadership Board (GLB), the North American Foundation for the University of Manchester (NAFUM), and the Hong Kong Foundation for the University of Manchester (HKFUM)) on progress, through presentations and wider communications, working with board members and Deputy Director, Strategic Partnerships to identify global opportunities for high level benefaction.
- Support the Deputy Director, Strategic Partnerships, to develop and strengthen the understanding of principles of major gift fundraising among academic champions and other leaders by means of workshops, seminars, and one-to-one conversation and training.
- Working collaboratively with the Deputy Director, Strategic Partnerships, identify philanthropic priorities which support the University's financial sustainability and ensure the Development team are delivering against targets to ensure a proportion of philanthropic income is discretionary/budget relieving.
- Embody DDAR's values, leading by example to build a culture and processes that enable innovation and thoughtful risk-taking.
- Work collaboratively across DDAR, fostering coordinated teamwork and support between functional teams.
- Undertake national and international travel as required and undertake other such duties as may be required from time-to-time by the Director of Development.

### **Internal and External Relationships:**

#### **Internal:**

The post holder is expected to actively manage relationships with a wide range of leaders across the institution, to work collaboratively on complex strategic initiatives for philanthropic investments and support colleagues to build effective relationships with key donors and funders. The post holder will have responsibility for management of multiple high-level relationships at any one time.

Internal stakeholders include President & Vice Chancellor; Vice Presidents and Deans of all faculties; senior academic leads, Director of Estates; Director of Student Experience; senior PS colleagues; Director of Development; Directors of multi-disciplinary research institutes; senior academic leads in all faculties; and senior colleagues in DDAR.

#### **External:**

This is a senior level, outward-facing role. The post holder will be required to build effective relationships to generate philanthropic income. External stakeholders include high net-worth individuals, senior alumni, friends, advisors, key volunteers and benefactors; charitable trusts, foundations, grant giving organisations and funding bodies.

# THE PERSON – KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED

---

## Experience & Knowledge

- Proven and significant experience of face to face, philanthropic fundraising, including significant work with private high-level personal donors, with a track record of leading negotiations towards, and securing, six and seven-figure philanthropic gifts.
- Knowledge and experience of national and international trends in private philanthropic giving to higher education, to have immediate credibility with philanthropists, other donors and peer fund-raisers.
- Undergraduate degree or equivalent qualifications
- Evidence of continuing professional development
- Knowledge of the Higher Education landscape and global philanthropic trends is desirable
- Experience of fundraising outside the UK is desirable
- Knowledge of legal, regulatory frameworks for philanthropy internationally is desirable

## Skills

- Sound judgement and operating talent to achieve immediate credibility and influence with top-level private individuals, Trustees, CEOs, senior academics, and partner organisations.
- Excellent written and verbal communication skills to deal effectively, and with integrity, with a wide range of people internally and externally (including alumni, donors, volunteers, University staff and students and businesses).
- Ability to comprehend and amalgamate complex subject matter and to articulate such matter clearly and concisely to a lay audience.
- Exceptional organisational and planning skills, with the ability to focus on the things that matter and to empower others to do the same.

# THE PERSON – KNOWLEDGE, SKILLS AND EXPERIENCE NEEDED

---

**Attributes: aligned with the values of the Manchester Mindset (detailed in job pack)**

## **Integrity**

- Perceptive, with excellent judgement and highly developed emotional intelligence.
- Takes responsibility for clarifying deadlines and expectations.
- Recognise that everyone makes mistakes sometimes, including oneself – and learns from their mistakes.
- Demonstration of a personal commitment to, and belief in, education, research and scholarly enquiry.

## **Bold**

- Proud of the individual contributions they can make to the team.
- Asks questions and speaks up.
- Delegates and empowers.
- Actively seek out knowledge from others

## **Collaborative**

- Works collaboratively; builds and maintains productive relationships with others.
- Proactive and solution-focussed when faced with challenges.
- Openly invites feedback and challenge and recognises this as a positive action.

## **Ambitious**

- Approaches work with a growth mindset, takes responsibility for personal and professional development.
- Resilient, able to work well in a fast-changing environment, sometimes under pressure and managing conflicting priorities.
- Uses data to identify what's working and what isn't.
- Has open conversations about improving performance.
- Open with line manager about goals and ambitions.

# TERMS & CONDITIONS

---

## Salary

£57,696 to £68,857, depending on experience

## Contract Type

Permanent

## Benefits

The University offers a wide range of employee benefits including:

- Well-being programme with counselling, fitness and leading sports facilities;
- Learning and development opportunities;
- Season ticket loans for public transport;
- Cycle to Work Scheme;
- Workplace nursery scheme;
- Staff recognition schemes;
- Staff discounts on a range of products and services including travel and high street savings.

Please visit [www.staffnet.manchester.ac.uk/people-and-od/benefits](http://www.staffnet.manchester.ac.uk/people-and-od/benefits) for more detail.

## Relocation

If you need to move home to take up a position at the University of Manchester, there is a dedicated relocation service here to help you. Please go to [www.manchester.ac.uk/connect/jobs/relocating](http://www.manchester.ac.uk/connect/jobs/relocating) for further information.

## Pension

As an employee of the University of Manchester, you will have access to the USS pension scheme, one of the largest private pension schemes in the UK that currently still allows new Defined Benefits to be built up. The University contributes approx. 14.5% of salary. More information is at [www.staffnet.manchester.ac.uk/people-and-od/pensions](http://www.staffnet.manchester.ac.uk/people-and-od/pensions)

## Location

John Owens Building, University of Manchester, Oxford Road, Manchester

## Hours of work

Monday to Friday, 9am – 5pm

## Hybrid working

DDAR operates a hybrid working scheme, with fixed days on campus over the month, to be agreed with the line manager

## Probation period

9 months

# TERMS & CONDITIONS

---

## Annual leave

29 days plus closure and bank holidays. For part-time staff, holidays are calculated pro rata.

## Diversity and Inclusivity

We strive to embed The University of Manchester's culture of inclusivity and we believe having a diverse workforce can help to:

- Be more representative of our staff and student populations.
- Create a more vibrant and inclusive work environment.
- Encourage diversity of ideas, fresh insights and collaborations.
- Attract and retain the best staff.

As an equal opportunities employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic (BAME) community who are currently under-represented at this level in this area. More information is at [www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion](http://www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion).

## Disability Confident scheme

The Disability Confident scheme includes a [guaranteed interview](#) for any disabled applicant who meets the minimum requirements for a job.

If you are unsure whether you should apply under the scheme or require further information, please contact our [Disability Advisory and Support Service](#).

If you require copies of documentation in alternative formats – large print, Braille, etc – please email [people.recruitment@manchester.ac.uk](mailto:people.recruitment@manchester.ac.uk).

Find out more about the Disability Confident scheme on the [Directgov website](#).

The University of Manchester is committed to creating an environment where diversity is celebrated and everyone is treated fairly, regardless of gender, gender identity, disability, ethnic. origin, religion or belief, sexual orientation, marital or transgender status, age, or nationality.

We have a genuine commitment to equality of opportunity for our staff and students and are proud to employ a workforce that reflects the diverse community we serve. Our university is a very diverse community: 17% of our staff are from a black and minority ethnic background, women make up 51% of our workforce. We also have more than 40,000 students, including 14,800 international students from more than 170 countries. Further information is at [www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion/awards](http://www.manchester.ac.uk/connect/jobs/equality-diversity-inclusion/awards).

## TERMS & CONDITIONS

---

As an equal opportunity employer, we welcome applications from all suitably qualified persons and all appointments will be made on merit. As we are committed to the principles of the Race Equality Charter Mark, we would particularly welcome applications from the Black, Asian and Minority Ethnic community who are currently under-represented at this level in this area\*.

\*We recognise that Black, Asian and Minority Ethnic applicants are not homogenous groups. People from different ethnic backgrounds have different experiences of and outcomes in the workplace. We also respect that all individuals may have intersections of identities and experiences.

Should you require reasonable adjustments made to the recruitment process, please let us know.

Please also let us know of any reasonable adjustments that we would need to make for you to attend an interview.

## HOW TO APPLY

---

To apply, please send your CV and cover letter no later than midnight on Thursday 8 August to [info@weareconstellate.com](mailto:info@weareconstellate.com)

First round interviews are expected to be held the week of 16 September and second round interviews the week of 23 September 2024

The University of Manchester is partnering with Joanna Logan and Erin Hall-Westfall of Constellate Global Talent on this search. If you would like to have a confidential discussion about the position, please email [info@weareconstellate.com](mailto:info@weareconstellate.com)

Constellate  
GLOBAL TALENT

[WEARECONSTELLATE.COM](http://WEARECONSTELLATE.COM)