



# Senior Manager for Impact Education, Skoll Centre

Park End Street, Oxford

Grade 8: £45,585 - £54,395 per annum

Fixed-term contract to July 2027, full time

Saïd Business School, University of Oxford

SAID BUSINESS SCHOOL UNIVERSITY



## The role

The Skoll Centre's mission is to equip entrepreneurial leaders to catalyse social impact within and beyond business. We see a world where social change is driven by people who embrace paradox – bridging theory and practice, profit and purpose, local communities, and global businesses – to find solutions and transform broken systems. Driven by this vision, we bring together academic researchers, students, and practitioners to share expertise and generate insights on how to lead, organise, finance, measure, and scale impact. Leveraging these insights, our educational programmes cultivate impactful leaders at Oxford and worldwide.

The Skoll Centre's impact education portfolio blends insights from research and practice to equip learners at Oxford and worldwide with the knowledge, skills, and mindsets needed to create positive social impact within and beyond business.

As a member of the Centre's senior leadership team, the Senior Manager for Impact Education will play a key role in setting strategic direction for the impact education portfolio, leading impact education programmes that align with and contribute to the Centre's overall mission and strategy and which build relationships with internal and external partners for programme design and delivery. Additionally, the Senior Manager will be responsible for identifying and developing opportunities to expand the reach and impact of the Centre's education portfolio.


## Responsibilities

### Centre leadership and strategic direction

- As a member of the Centre's senior leadership team, work with the Academic Director and Deputy Director to develop and implement the Centre's impact education strategy and ensure the Centre's educational programmes advance the Centre's overall mission and strategy.
- Represent the Centre and our educational programmes within the School, across the University, and with external stakeholders and partners.
- Ensure the integration and alignment of Skoll Centre educational activities with relevant curricular, co-curricular and careers programming in the School and across the University.
- Develop and manage the impact education portfolio's priorities and success measures, including a framework to monitor the impact of the Centre's educational programmes and an annual workplan and budget.
- Recruit and manage staff within the impact education portfolio, including Programme Coordinators and external consultants as needed.
- Support the Academic Director and Deputy Director in identifying and securing new sources of funding, from both University and external sources, to bring the Centre's impact education strategy to fruition.

### Impact education programming

- Working closely with the Deputy Director, Senior Manager for Strategic Partnerships and Communications, and relevant teams across the School, contribute to developing and ensuring execution of marketing, recruitment, and outreach strategies for the Skoll Scholarship and Impact Lab programmes.
- Design and ensure delivery of the Centre's existing impact education programmes, including the Skoll Scholarship, Impact Lab, Map the System, and AfOx Mastercard leadership development programme.

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- Identify and bring to fruition new impact education opportunities that advance the Centre's overall mission and strategy.

### **Impact education partnerships and community**

- Develop and nurture relationships with academic faculty and other instructors across the School and the University, and with the global network of external partners involved in designing, delivering, or otherwise supporting the Centre's educational programmes.
- Act as the key link between this network of impact education partners and the Skoll Centre staff, ensuring that relevant ideas and approaches are incorporated into other areas of Skoll Centre programming.

### **Learner engagement at Oxford and globally**

- Develop and nurture relationships with current Skoll Scholars during their time at Oxford, and ensure a seamless relationship transition to the Senior Manager for Strategic Partnerships and Communications upon students' graduation.
- Ensure the Centre guides Oxford MBAs to appropriate impact education programmes, resources, networks, and mentoring opportunities.
- Engage learners beyond the Oxford MBA cohort, including other Oxford students as well as adult learners globally, in relevant Centre programmes and opportunities, in line with the Centre's overall impact education strategy.

Any other duties appropriate to the level and purpose of the post.

## **Selection criteria**

### **Essential selection criteria**

- Bachelor's degree or equivalent experience.
- Demonstrated knowledge of and experience with educational approaches for teaching social entrepreneurship, social innovation, and systems change.
- Experience developing and delivering interactive educational content and skills training, ideally in a co-curricular and/or elective context for postgraduate students.
- Excellent public speaking, presentation, and group facilitation skills.
- Demonstrable commitment to user-centred programme design, and an interest and desire to engage with and support students in their own aspirations and learning journeys.
- Excellent interpersonal skills, with the ability to manage and develop relationships and communicate effectively with a wide range of stakeholders including faculty, support staff, students, and external collaborators.
- Experience managing projects and budgets, with the ability to design and deliver programmes to a high standard.
- Excellent IT skills, including MS Office applications.
- Relentless attention to detail, outstanding organisational skills, and sound judgment
- The ability to handle and prioritise a complex portfolio of responsibilities in a complex institutional environment.
- Proven ability to work with minimal supervision in designing, implementing, and evaluating projects and initiatives.
- Demonstrated alignment with the Skoll Centre values, including:



- Integrity and accountability
- Openness, flexibility, and a commitment to learning and growth
- Diversity, inclusion, and respect for others' voices, perspectives, and experiences
- A collaborative approach that encourages involvement of multiple stakeholders

### **Desirable selection criteria**

- Experience starting or working in a social enterprise, non-profit, or other relevant social purpose organisation.
- Experience leading a team and line managing staff.
- Experience working in a higher education institution and familiarity with the academic environment.
- Master's degree in a related subject.

## **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; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at:

<https://www.jobs.ox.ac.uk/pre-employment-checks>



## 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](http://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

The School 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.



The School 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](http://www.sbs.oxford.edu).

### **Social Sciences**

The School 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>.



## How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Please upload all documents as PDF files with your name and the document type in the filename.

All applications must be received by midday UK time on the closing date stated in the online advertisement.

## If you need help

Help and support is available from: <https://hrsystems.admin.ox.ac.uk/recruitment-support>

If you require any further assistance please email [HR.recruitment@sbs.ox.ac.uk](mailto:HR.recruitment@sbs.ox.ac.uk).

To return to the online application at any stage, please go to: [www.recruit.ox.ac.uk](http://www.recruit.ox.ac.uk).

Please note that you will receive an automated email from our e-recruitment system to confirm receipt of your application. Please check your spam/junk mail if you do not receive this email.



## 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>.

### The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for all academic posts and some academic-related posts. The University has adopted an EJRA of 30 September before the 69th birthday for all academic and academic-related staff in posts at grade 8 and above. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>

For existing employees, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>

There is no normal or fixed age at which staff in posts at grades 1–7 have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

### 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.





## Oxford Saïd Exclusive Benefits

### Wellbeing initiatives

The Business School runs an annual Wellbeing Day for all staff. In addition to this, there is yoga, healthy food deliveries, health MOTs and a range of other ad hoc programmes. Our excellent catering facilities provide a high standard of food, including healthy eating and vegetarian options at a subsidised cost.

### Staff Summer and Christmas parties

Oxford Saïd like to reward all of their staff for their great work and their Christmas and Summer parties are our way of saying thank you. The Christmas party is for all staff and the summer party is for staff and their immediate family members, because we know how important family is to all of us.

### Employee Assistance provider

Validium is an employee assistance and wellbeing consultancy that works in partnership with the Business School to provide staff and their immediate family with a free 24-hour per day helpline providing confidential information and counselling services on personal issues.

## University of Oxford Benefits

### Annual leave

38 days (inc. public holidays). Long service additional annual leave – up to 5 days per annum, pro rata for part time employees. Previous service within higher education sector can be recognised. An additional scheme enables staff to request to purchase up to 10 additional days in each holiday year.

### Pay increases

The University salary and grading structure allows for annual incremental progression until a scale-bar point is reached. This incremental progression is automatic.

### Pension

If you are on an academic or academic related pay scale (grade 6 or above), you are automatically a member of USS. Employer contribution is 14.5% and Employee contribution is 6.1%.

If you are on a pay scale other than academic or academic related (grade 1-5) you are automatically a member of OSPS. Employee contribution can be between 4%-8% and Employer contribution 6%-10%.

### NUS Extra discount card

All University staff can purchase a card for £12 for 12 months (£22 for 2 years, £32 for 3 years) which gives access to numerous exclusive offers and discounts from many popular retailers.

### University discounts

Wide range of discounts from external companies using a university card.

### University Club

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See [www.club.ox.ac.uk](http://www.club.ox.ac.uk) and <https://www.sport.ox.ac.uk/>.

### Access to Oxford buildings

Free access to a number of Oxford colleges, Botanic Gardens, Harcourt Arboretum, Wytham Woods and discount at numerous restaurants/shops.





**Saïd Business School  
University of Oxford  
Park End Street**

**Oxford, OX1 1HP**

**United Kingdom**

[www.sbs.oxford.edu](http://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.

**Saïd Business School, University of Oxford**