



CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

ROLE DESCRIPTION

Job Title:	CGHP Operations Manager
Hours:	Part time (22.5 days a week, 0.6FTE)
Location:	Cambridge/Hybrid
Term:	Initial two-year fixed term contract
Reporting to:	CGHP Director
Salary:	£33,000 – £36,000 per annum FTE

A little about us

Cambridge Global Health Partnerships (CGHP) was born out of the belief that health should not be predetermined by where we live. We are a charitable programme based on the Cambridge Biomedical Campus and are a linked charity to ACT (Addenbrooke's Charitable Trust).

Since 2007, we have been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in Cambridgeshire and East of England region and in low- and middle- income countries (LMIC) to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff, trainees and students working with global majority partners using a hybrid working model combining online working and exchange visits.

Our work contributes directly to the achievement of the UN Sustainable Development Goal (SDG) 3 – Ensuring healthy lives and promoting well-being for all at all ages.

CGHP values are Safe, Effective and Ethical

The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and across the East of England working with our international partner healthcare institutions. This is a brilliant opportunity to make your contribution to developing and improving healthcare services globally while using your own skills and knowledge in the charity sector.

The Operations Manager is a new role at CGHP recognising the exciting phase of development of the organisation. We're expanding and need additional support. The Operations Manager will improve and implement CGHP programme specific policies and procedures, to ensure safe, efficient and effective delivery of our work. They will oversee the risk, operational and financial management of CGHP's restricted (projects) and unrestricted (programme) funds, leading on executing financial processes and reporting, financial planning, budgeting, and donor compliance across CGHP. They will work closely with the CGHP team and ensure compliance with the processes of the finance team of our linked Charity, ACT.

The role will support CGHP staff and partners, providing hands-on support as necessary to ensure that policies, internal controls, and processes are in place, to meet HR, financial, contractual, statutory and legal responsibilities.

We're committed to creating a friendly, supportive and inclusive environment to get the most from your talent. If you take a systematic and organised approach and are a team player with the interpersonal skills and flexibility necessary to work within a small team, including the ability to proactively plan workloads around others, have a keen eye for detail and a high level of accuracy, and possess strong communication skills to be able to communicate complex programme related activity including financial and contractual issues to non-finance colleagues, you will be an excellent candidate for this role.

Area	Responsibilities
Project management, compliance and control	<ul style="list-style-type: none"> • Provide support to management and coordination of Cambridge Global health partnership activity, ensuring projects are delivering the agreed aims and objectives. • Work with ACT finance team to ensure income and expenditure is aligned to ACT's policies and procedures. • Ensure that policies and procedures are as relevant to CGHP as to ACT with an international aspect included, and where this is not possible work with ACT finance to develop new policies and procedures specific to CGHP. • Manage flows of funding to CGHP partners, including forecast-based transfers and reconciliation. • Support partners to manage project finances • Ensure project-specific financial record keeping; review partner financial reports, proactively raising issues with the project budget holder. • Provide advice for CGHP grants and contracts from contract negotiation through implementation to ongoing grant reporting, including analysis of finance and risk. • Lead and manage external audits of CGHP projects, ensuring that recommendations arising from external audits are effectively addressed. • Support capacity building programmes workshops for CGHP partners, enabling them to effectively implement and monitor statutory and institutional grants.
Budget development and oversight	<ul style="list-style-type: none"> • Work closely with CGHP programme and fundraising teams to develop grant proposal and programme budgets which ensure cost recovery and sustainable growth, ensuring appropriate rigour and accuracy. Ensure that match funding requirements for grants are strictly monitored. • Work closely with budget holders to ensure they have good working knowledge of their budgets. Conduct regular meetings to understand and explain variances. • Maintain full oversight of CGHP's finances, ensuring that unrestricted and restricted income and expenditure remain in line with approved budgets. • Work with ACT finance team to provide monthly and quarterly reports and analysis to the CGHP Director and Committee to keep them informed of CGHP's financial position and areas of risk. • With help from ACT finance to produce an annual statement of accounts for CGHP.
Processes and systems development	<ul style="list-style-type: none"> • Ensure that CGHP has an appropriate and adequate policy framework in place. • Support the effective implementation of systems and processes that support smooth operation of all elements of the CGHP business. • Improve and maintain systems for financial records, reporting and financial controls for CGHP projects in accordance with ACT Finance policy and processes. • Train and develop Partner's finance staff in financial oversight and business management; ensure thorough inductions to finance requirements for new partners. • Ensure that guidance on reporting, budgeting, and compliance is clear and well communicated. • Develop and implement an approach to full cost recovery, cost attribution/allocation; reserves policy and management plan; and resource allocation policy, including policy on the application of unrestricted funds.
Representation	<ul style="list-style-type: none"> • Represent CGHP to supporters, partners and stakeholders ensuring that the programme is presented in an appropriate and professional manner.

General Corporate Requirements

- Abide by CGHP / ACT's corporate policies and practices as varied from time to time.
- Undertake not to reveal to any person or entity any confidential information relating to donors, patients and employees, policies, processes and dealings and not to make public statements relating to the affairs of ACT & CGHP without prior authority of the CGHP Director.
- To ensure the effective and efficient use of ACT's & CGHP's resources
- To ensure that all duties are carried out to the highest possible standard.
- To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
- To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
- To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
- To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers, and their relatives.
- To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time.
- To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time.

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list, and duties may be varied from time to time which do not change the general character of the job, or the level of responsibility outlined.

APPLICATION PROCESS

Please send your CV and a covering letter explaining why you are a good fit for the role to hr@act4addenbrookes.org.uk

The closing date for applications is Sunday, 27th April 2025, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.



We strongly encourage candidates of different backgrounds and identities to apply. Each new team member is an opportunity for us to bring in a different perspective, and we are always eager to further diversify our charity.

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PERSON SPECIFICATION

Essential

- ✓ Educated to degree level or equivalent professional qualification or relevant experience
- ✓ At least three years' experience of multi-partner projects in the international development sector including financial management.
- ✓ Highly competent in Excel, able to build and maintain sophisticated templates and databases.
- ✓ Team player with the interpersonal skills and flexibility necessary to work within a small team, including the ability to proactively plan workloads around others
- ✓ A keen eye for detail and a high level of accuracy
- ✓ A systematic and organised approach
- ✓ Strong communication skills, both written and oral, and able to communicate complex financial and contractual issues to non-finance colleagues.
- ✓ Committed to equality, diversity and inclusion, actively addressing areas of potential bias.

Desirable

- ✓ Experience working for a charitable organisation
- ✓ Experience using bespoke CRM systems
- ✓ Experience working in a global health environment
- ✓ Understanding and interest in global health issues

Closing date for applications	Sunday 27th April We reserve the right to close this vacancy once enough applications have been received or a successful candidate is found.
To apply	Send CV and Covering Letter to the HR Team - HR@act4addenbrookes.org.uk
When will the interview take place?	Interviews will be held in week commencing Monday 12 th May
If I get the job what will I get paid	£33,000 - £36,000 per annum FTE (depending on skills and experience)
When might I start?	May 2025

ADDENBROOKE'S CHARITABLE TRUST & CAMBRIDGE GLOBAL HEALTH PARTNERSHIPS

CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan
- Employee Assistance Programmes
- 25 days of Annual Leave + Bank Holidays
 - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme