



**CAMBRIDGE**  
COMMONWEALTH  
EUROPEAN AND  
INTERNATIONAL  
**TRUST**

**Business Analyst  
(Fixed Term)**



## Overview

At the heart of Cambridge's global academic community is the Cambridge Trust, a charity driven by a simple but powerful mission – to open doors to the University of Cambridge for talented students from across the world, whatever their circumstances.

By partnering with organisations worldwide, the Trust offers the largest number of scholarships to international students at Cambridge. Every year we help around 1,500 students pursue their dreams, awarding scholarships that support study in any subject, at any of the University's 31 Colleges.

In our 40-year history we have transformed over 22,000 lives from 149 countries, providing both full- and part-scholarships that honour academic excellence and make education accessible to those facing financial or other access barriers.

By joining our team, you will have the opportunity to help unlock human potential and enable the brightest minds to thrive at one of the world's greatest universities.





## Context For This Role:

The Trust is entering an exciting period of defining, developing and communicating its strategy for the next 5+ years, building on the outputs of the Trust's Strategic Review in 2024.

The Trust will be shaping its strategy in relation to the following broad dimensions:

1. delivering a diverse yet structured portfolio of award programmes leveraging existing partnerships and cultivating new.
2. capturing, measuring and communicating the Trust's impact at the level of individuals, the University and global society.
3. designing and delivering creative reporting dashboards to communicate effectively the scale and range of the Trust's awarding activity.
4. understanding and shaping the Trust's niche role in contributing to a positive scholar experience from the point of application for funding to the point of completion of studies and graduation.
5. developing a multi-year business plan to underpin delivery of the Trust's strategic ambitions for current and future beneficiaries.

This fixed-term role would suit an enthusiastic individual with a strong interest in the higher education and charity sectors. The role provides a great opportunity to contribute at both strategic and operational levels, supporting the Trust as it navigates a period of transition and change. The role holder can expect to develop new skills and gain valuable experience in this impact-focussed organisation with a broad and global reach.

***“The Cambridge Trust offers financial support, but at the same time, they’re changing lives by giving individuals a second chance to pursue educational opportunities, as well as empowering the communities that they come from,”***

*Tililenji Phiri, Secondary School Teacher from Zambia, Awarded a Cambridge Commonwealth Scholarship to study for a PhD in Education*

# Key Responsibilities

Reporting to the Director (Awards) and working especially closely with the Awards Team, the role holder can expect to take on a broad range of responsibilities including:

## Strategic work

1. Researching the size and shape of scholarship programmes at higher education institutions and other scholarship providers, nationally and internationally, and identifying potential opportunities for the Trust to address underserved communities.
2. Contributing to the Director's work to develop or enhance new or existing scholarship programmes, and to define and shape the Trust's portfolio of scholarships along thematic lines.
3. Researching examples of scholarship service level agreements used in other organisations. Developing template agreement options working with the Awards management team.
4. Providing support to the Head of Awards Team responsible for developing a reporting strategy for the Awards portfolio with project workstreams likely to emerge in the following areas:
  - a. enhancing data quality in the CT database.
  - b. developing relevant quantifiable and qualitative metrics using Trust data.
  - c. interpreting Trust data within the context of broader University data and taking opportunities to draw connections between like-for-like data sets for more meaningful contextual indicators of performance.
  - d. developing new, interactive Power BI dashboards and reports for key stakeholder communities.
  - e. collaborating with colleagues in the partnerships, communications and impact teams with the aim of developing robust quantitative and qualitative metrics for measuring impact.
5. Participating in Trust-wide project work:
  - a. to develop and enhance the Trust's database.
  - b. to develop and introduce a data management framework for the Trust.
6. Supporting the Awards Management Team by contributing to work to:
  - a. identify opportunities for greater automation in pre- and post-award activities.
  - b. provide training on key tasks to help the team adapt to automated solutions.

- c. draft policy documents drawing on already-established policy principles.

### **Operational work**

- 7. Contributing to business-as-usual activity across pre- and post-award tasks including:
  - a. long- and short-listing for specific scholarship programmes in accordance with current memoranda of understanding and Trust selection and awarding principles and policies.
  - b. preparing award offer letters.
  - c. supporting matters relating to scholar payment processes.
  - d. responding to applicant and scholar queries including researching the background to requests for additional funding, and assessing the cost implications of policy changes.
  - e. helping with annual operational tasks such as preparing and maintaining college lists, UCF invoicing, updates to the University's funding management portal and to the Cambridge Trust website.



# Experience, skills and knowledge

## Personal attributes, skills and knowledge

### Essential

- Confident self-starter, comfortable working independently while able to thrive as part of a team.
- Collaborative approach to work with a willingness to share knowledge and expertise, listen and learn from others, and respond positively to constructive feedback.
- Excellent communication skills, confident in articulating complex information concisely and clearly without recourse to jargon.
- A high level of attention to detail.
- Ability to complete multiple tasks in an organised way, within time constraints and with minimal supervision.
- Resilient, adaptable and comfortable working under pressure.
- Interest in education and research, and a strong commitment to the mission and values of the Cambridge Trust.
- Politically and culturally sensitive.
- Proficiency in Microsoft Office applications.

### Desirable

- Competent using data visualisation and analytics tools such as Power BI.
- Understanding of and interest in data management.
- Experience in project administration.

## Behavioural Attributes associated with this role

**Communication:** Communicates effectively and appropriately with a variety of stakeholders including external partners, teams, colleagues and contacts.

**Relationship Building:** Maintains strong working relationships. Works effectively within a team or work group as appropriate.

**Valuing Diversity:** Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.

**Achieving Results:** Identifies and manages important issues and problems effectively. Provides support and contributes to the performance of the institution. Manages own workload and, where applicable, the workload of others.

**Strategic Focus:** Takes a strategic view and creates long-term plans for their area of responsibility in alignment with the Trust's direction. Promotes a shared vision for the Trust.

**People Development:** Promotes and facilitates the development of others.



**Negotiating and Influencing:** Persuades and influences colleagues through consideration of their interests, involvement and consultation.

**Innovation and Change:** Support, promotes and implements change. Encourages the adoption of new methods and overcomes barriers to acceptance.

## Qualifications & Education

- Educated to degree level or equivalent work experience.
- Experience in HE or the charitable sector is a benefit, but not essential.

## Key External Relationships

- Point of contact for queries from applicants, scholars, funding partners, and University and College representatives.





## Benefits

Competitive, c. £40,000

Generous package of benefits

## Other Things You Need to Know

The funds for this role are available for 3 years, in the first instance.

We aim to have the team working in our office in central Cambridge most of the time but will always consider the best way of working to achieve what is needed for both the Trust and the individual.

Occasional out-of-hours work will be required.

## How to Apply

Please submit your CV and a cover letter of a maximum of 500 words, describing your motivation for this role and your relevant skills, knowledge and experience.





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