

JOB DESCRIPTION

Role: **Project Manager (Learning & Development)**

Project: Cambridge SupTech Lab

Expertise: Project Management, Stakeholder Management, Leadership

Start Date: Immediately

Duration: 12 months, with an aim to extend

Level of effort: Full-time position

Location: Remote/Worldwide

About the Cambridge SupTech Lab

Financial supervision is currently undergoing a profound paradigm shift, marked by a radical cultural evolution and extensive digital transformation. Financial supervisory agencies are undergoing a metamorphosis, transitioning from reactive, inertial, and localized organizations to their next iteration. They are becoming more forward-looking, innovative, agile, and collaborative, effectively equipped to tackle the challenges of the 21st century.

At the [Cambridge SupTech Lab](#), we are driving the acceleration of this transformation by empowering a new generation of public sector managers, supervisors, technical experts, data scientists, and technologists to lead the innovation within their respective agencies. Moreover, we actively contribute to the development of a suptech marketplace that fulfills the financial authorities' demand for cutting-edge, flexible, and ethical solutions through the supply provided by vendors.

To fulfill our mission, we focus on the following key initiatives:

- i. Delivering world-class online leadership and professional education, experiential training, ground-breaking research, market intelligence, new analytical frameworks, and innovative digital tools.
- ii. Mitigating the risks associated with the procurement of cutting-edge suptech applications.
- iii. Providing assistance to financial authorities and vendors in the development, testing, and deployment of these solutions.
- iv. Cultivating a community of Innovation Leaders who are passionate about leveraging data to create innovative, inclusive, and resilient financial sectors that drive socio-economic and environmental sustainability.

Through these efforts, we aim to shape the future of financial supervision by fostering collaboration, knowledge sharing, and the adoption of groundbreaking technologies. Together, we can pave the way for a more efficient, transparent, and sustainable financial ecosystem.

The Lab is an initiative of the Cambridge Centre for Alternative Finance ([CCAF](#)) at the University of Cambridge Judge Business School.

Your role

We are seeking a highly motivated and skilled Project Manager to oversee the coordination, implementation, and successful delivery of our Capacity Building & Education (CB&E) courses at the Cambridge SupTech Lab.

The selected candidate will be involved in various aspects of CB&E projects, including a broad range of responsibilities delivering world-class online leadership and professional education, experiential training, ground-breaking research, market intelligence, new analytical frameworks, and innovative digital tools, as well as the creation, design, coordination, and delivery of impactful asynchronous digital and blended learning programs and initiatives.

As the Project Manager, you will play a pivotal role in coordinating and driving projects aimed at transforming financial supervision through the strategic application of technology. You will collaborate with cross-functional teams, stakeholders, and external partners to implement innovative solutions and leverage emerging technologies. You will collaborate with financial authorities, technology vendors, and the Cambridge SupTech Lab team to ensure the smooth execution of projects, adherence to timelines, and achievement of project objectives. This is a unique opportunity to contribute to the advancement of innovative solutions at the cutting edge of the supervisory space.

Responsibilities

- Develop and manage the execution of course delivery projects plans, ensuring definition of and adherence to project timelines, budget, and quality standards.
- Coordinate and collaborate with cross-functional teams, ensuring effective communication, collaboration, and accountability throughout the project lifecycle.
- Track key performance indicators and similar metrics.
- Identify and evaluate cutting-edge tools, technologies, and solutions that can drive innovation in the team's project management, enhance the effective and efficient use of our resources, and furthering the impact of the Lab.
- Facilitate the procurement, kickoff, and iterative implementation of course delivery projects.
- Track technical specifications and requirements for course delivery and conduct risk assessments.
- Mitigate project risks, proactively identify issues, and develop contingency plans to ensure successful project outcomes.

- Foster a collaborative and inclusive work environment, promoting knowledge sharing, innovation, and professional growth within the team.
- Collaborate with the University of Cambridge to produce case studies and analytics, documenting lessons learned from successful courses.

Requirements and qualifications

Essential:

- Bachelor's or Master's degree in a relevant field such as Project Management, Business Administration, Computer Science, or a related discipline.
- Proven experience as a Project Manager, preferably in the education, technology, finance, or regulatory sectors.
- Ability to work in a fast-paced, dynamic environment and adapt to changing priorities.
- Excellent project management skills, including planning, organizing, and overseeing project execution.
- Ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.
- Outstanding communication and interpersonal skills, with the ability to effectively collaborate with diverse stakeholders.
- Demonstrated leadership abilities and the capacity to motivate and guide project teams.
- Strong problem-solving skills, with the ability to think creatively and find practical solutions.
- Experience in organizing events and fostering partnerships
- Excellent verbal and written communication skills, with the ability to clearly articulate ideas, present findings, and influence stakeholders at all levels.
- English language fluency or native speaker

Desirable:

- Solid technical background with knowledge of software development and user acceptance testing.
- Project management certifications (e.g., PMP, PRINCE2)
- Experience in edtech, fintech, financial services regulation or supervision, content analysis, data curation, data science or consulting.
- Prior work with supervisory agencies or other financial authorities.
- Experience developing technology solutions
- Professional familiarity with different cultures.
- Proficiency in other languages.

Candidates need to succeed in technical skills, but also need to embody soft skills to achieve long-term success at Cambridge SupTech Lab:

- Emotional intelligence, communication & empathy – How is your ability to collaborate effectively with others and work in teams, build relationships, share ideas, and manage conflict?
- Creativity & problem-solving skills – Are you an analytical and critical thinker? Can you find creative solutions to problems?
- Adaptability & flexibility – Our working environment and culture requires you to be agile and adaptable to succeed in this role. Are these your qualities?

What we offer

- A job and a team with a purpose. This is a chance to work on actual challenges in the financial sector that greatly affect our economies and society as a whole, and to have a real impact using data and tech to transform the public sector.
- True commitment to innovation and to break new ground in this field.
- Exposure to leading thinkers, researchers, and solution creators in the financial and tech space, and in the academic world as well.
- Opportunities to frame evidence-based discussions in a rapidly evolving niche industry.
- Opportunities to develop and lead a growth area within the policy and tech field.
- Significant professional growth potential.
- Competitive compensation.
- Flexible work schedule.

How to apply

Interested candidates should apply [through our website](#).