

# Interim National Code and Projects Manager

## Job Description

Fixed Term, 14 hours a week

### We are...

CUBO is the professional association for campus and commercial services in higher and further education. Based in the UK, its membership includes the majority of higher education institutions in the UK and Ireland and over 2,100 professionals within these. Membership is also open to FE and international institutions. CUBO supports its members with networking, insights, best practice and professional development.

CUBO is also the permanent administrative home of the UUK/GuildHE Accommodation Code of Practice. The Code assures standards in the management of accommodation provided by higher education institutions and should foster sustained improvement in the management of university owned and managed purpose-built student housing.

### We are looking for...

An Interim National Code and Projects Manager. This broad, senior role requires the incumbent to be the primary contact for all UUK/GuildHE Code-related matters and the conduit for the statutory governance process required of member institutions to be compliant with Code requirements.

Our team of home-based staff are located in different parts of the UK and operate virtually through regular calls, virtual meetings and together at physical meetings and conferences we run annually. This role will be home-based and include occasional travel for meetings and conference support, with occasional overnight stays.

This role working from home is for 14 hours a week, and is fixed term for 6 months or the earlier return of the postholder.

The post-holder reports to the CUBO Executive Director, the UUK ACoP - Governance Board Chair, and the Compliance, Advisory and Scrutiny Board Chair. This role has no line management responsibilities.

The post-holder will liaise with ACoP Governance bodies and member organisations, Government bodies and stakeholders. They will be supported by the Code Support Officer, Events and Engagement Manager, and the Communications Officer.

## The principal functions of this role...

- Act as an ambassador for the Code in all engagement.
- Lead on the scoping, development and delivery of Code-related projects and develop the plans for Code strategic projects for 2025/26.
- Lead the operation of all Code-related compliance matters, ensuring the governance process is delivered as required and identifying areas for change and continuous improvement.
- Identify and undertake research activities, supporting the Code Boards in the identification and delivery of strategic research activities.
- Be responsible for the recruitment and induction of Governance and CAS Board members.
- Represent the Code internally and externally with current and prospective members, partners, all stakeholders and other organisations.
- Support the development and delivery of the next cycle of Round Tables for 2025/26 – up to spring 2026.
- Lead on and provide oversight of the new management system, including actively seeking member feedback, troubleshooting and reporting.
- Lead the organisation and delivery of Code-related meetings and events, including conferences.
- Develop the annual report for the financial year 2024/25.
- Lead on the implementation of the Code marketing and communications plans.

## You need to be someone with...

- Minimum degree level education or extensive, demonstrable senior support experience.
- Excellent interpersonal and communication skills.
- An inclusive, collaborative approach.
- Project management experience.
- Strong organisational skills.
- IT literacy.
- Ability to multi-task and successfully manage competing demands.
- Experience in adapting approach to subject e.g. compliance responsibilities vs engagement/business development.
- Lead by example and act as an ambassador for the organisation.
- Influencing and negotiating skills.
- Readiness to both take on and delegate responsibility.
- Equally adept with big-picture and detail.
- Willingness and flexibility to support colleagues and the Board in wider Code matters.
- Sound understanding of and judgement in individual responsibility and decision making and when to seek executive escalation/approval.

## You might also have...

- Experience in higher education commercial services, facilities management or student accommodation and the UUK Code.

## You need to be...

A great **team player** who is happy working in a **small team** and willing to share ideas.

Because you will need to...

- Be able to work in a busy team environment, with different colleagues on different days.
- Sometimes work outside normal office hours when organising or attending conferences/events.
- Undertake any other duties as directed by the Executive Director, and support colleagues across the PHES organisations as required.
- Commit to always observing the organisation's Equal Opportunities Policy.

## We will offer...

- A home-based role, for 14 hours a week, fixed term for 6 months or the earlier return of the postholder.
- A competitive annual salary up to **£36,130 - £49,559 (pro rata)** dependent on qualifications and experience.
- A defined contribution pension scheme with **7.5% employee and 16% employer** contribution rates, together with life insurance.
- **30 days' holiday** pro rata, plus bank holidays and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

28<sup>th</sup> July 2025