

IMPERIAL

Head of Principal Gifts



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Introduction

Dear Prospective Candidate,

Thank you for your interest in the role of Head of Principal Gifts at Imperial.

This is a moment of transformation for Imperial with new leadership, a bold strategic direction, and its most ambitious fundraising campaign to date. After reading this pack, I trust you will be inspired by the opportunity to lead this fundraising programme at one of the world's leading universities.

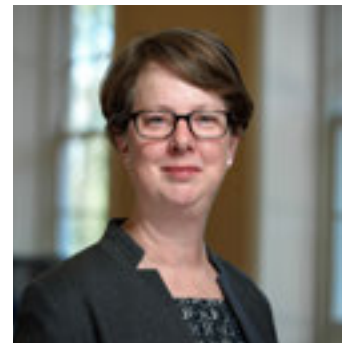
The successful candidate will play a critical role. Growing Imperial's capability to attract philanthropic funding at the principal gifts level and engaging powerfully with global alumni and friends will be key to realising the aims of our new strategy, [Science for Humanity](#).

Founded in 1907, Imperial has long been recognised for its strengths in research, education and innovation. We launched our new strategy in 2024. It is bold, ambitious, and actionable. To achieve our strategy, we will need to harness the collective power of our community of alumni, friends and supporters. A crucial part of this is a significant increase in philanthropic support.

A strategy this ambitious requires us to think boldly. We are in the early stages of a comprehensive fundraising and alumni engagement campaign. Philanthropy already plays a significant role at the university, and we have a strong track record of securing six- and seven-figure principal gifts. Working at the most senior levels across the university and globally, you will be part of a team that delivers transformational gifts.

Throughout Imperial's history we have sought not only to be a world-leading university, but a world-changing one. I am looking to recruit an outstanding fundraiser to join us. This is Imperial's moment and you could be a part of it. We would be delighted to hear from a diverse range of candidates.

Kristin Blanchfield
Vice-President (Advancement),
Imperial College London



The opportunity

At Imperial, we pride ourselves on fostering innovation, excellence and collaboration in a globally connected environment. As Head of Principal Gifts you will play a transformative role in securing the philanthropic investments that drive groundbreaking discoveries, life-changing innovations and sustainable solutions. Your work will directly impact fields critical to shaping the future – from climate resilience and AI to global health and business innovation.

This is your opportunity to forge the direction of philanthropy at one of the most prestigious universities in the world, building meaningful relationships with high-net-worth individuals and stakeholders who share our vision for impactful change. You will help drive Imperial's bold and ambitious alumni engagement and fundraising campaign.

As a senior fundraiser within the Advancement Division, this new post will enhance Imperial's ability to attract the highest possible levels of philanthropic funding. Principal Gifts are donations to Imperial of at least £5m and can be up to eight or even nine figures in scale. By nature, Principal Gifts are some of the most complex, and often ambiguous, developments to deliver.

Imperial is first in Europe and the UK, and second in the world, an institution where scientific imagination leads to world changing impact as we navigate some of world's toughest challenges. You will have the opportunity to work with amazing colleagues driven to tackle some of the most difficult problems facing society. If you are passionate about leading positive change and believe in the role of STEMB in shaping a better world, we invite you to become part of Imperial's extraordinary journey.



About Imperial

Welcome to Imperial, a world-leading university for science, technology, engineering, medicine and business (STEMB).

We were founded in 1907 with a mission 'To be useful' – but we know that before anyone can usefully change something, they first need to understand it.

That's what we do here: we use science to try to understand more of the universe and improve the lives of more people in it.

Sometimes that understanding arrives in big leaps and breakthroughs, sometimes over generations, or even in failure. There are no shortcuts to progress, only good science.

At Imperial, we are deeply engaged in the central forces that are shaping the future. The research and innovations we produce are right now helping to navigate some of the world's toughest challenges in global health, climate change, AI, business leadership and more.

Our work impacts the world, and our community reflects it, brought together by the incredible gravitational pull of London's energy, economy and opportunity. Here, you'll find a welcoming and diverse home for everyone who believes in the power of science to build, to heal and to lead.

How 'to be useful'? At Imperial, it is to combine exceptional teaching, world-class facilities and a habit of interdisciplinary practice to unlock scientific imagination. To chase the truth, then apply it for the good of all.

It's not magic, of course. But it can sometimes feel that way. So, who do you want to be?

What contribution do you want to make? What problem do you want to solve?

Join us at Imperial – it is a place to ask your questions. And to get closer to the answers, together.

Imperial. Science for humanity.



Imperial in numbers

1907

Royal College of Science, Royal School of Mines and City & Guilds College combined to form Imperial College London

260,000

Alumni around the world

1997

Imperial College School of Medicine formed, the product of a series of mergers with leading London medical schools. It was to become the Faculty of Medicine

8,500

Staff

2003

Imperial Business School was given Faculty status

3,600

Donors annually

23,000

Students
12,000 undergraduates and 11,000 postgraduates

9

Campuses
Charing Cross Hospital, Chelsea and Westminster Hospital, Hammersmith Hospital, North West London Hospitals, Royal Brompton Hospital, St Mary's Hospital, Silwood Park, South Kensington, and White City.

4 Faculties Engineering Natural Sciences Medicine Business School	2nd in the world QS World University Rankings 2026
£1.27bn University income, including more than £500m of research income	9th in the world Times Higher Education World University Rankings 2025
£76m Philanthropic support in 2024–25	14 Nobel Laureates
2040 All Imperial’s campuses to be Net Zero	3 Fields Medallists
	World leading Greater proportion of ‘world-leading’ research than any other UK university (Research Excellence Framework 2021)

Our strategy, Science for Humanity

Our strategy, **Science for Humanity**, is unashamedly ambitious in seeking to maximise Imperial's potential as a force for good in the world.

It builds on the university's strong disciplinary foundations, highly collaborative and collegial culture, passion for innovation, proven convening power, extensive global partnerships, incredible network of alumni, friends and supporters and top rankings – most recently ranked number two in the QS World University Rankings for the second year in a row.

Our strategy highlights a number of cross-institutional initiatives that will consolidate our position among the world's leading institutions tackling global grand challenges.

The Imperial Class of 2030 is an ambitious multi-pronged programme to nurture the most talented, the most enterprising and the most diverse graduating class we have ever had the privilege to serve. This will be in part driven by new investments in our **Imperial Inspires Scholarship Programme**, our digital and virtual learning environment, and our campuses, including the next phase of our **White City Deep Tech Campus**.

We will launch a major academic recruitment drive, the **Imperial Future Leaders Campaign** and we will invest in leadership development and skills for our diverse community, including a new **Imperial Future Leaders Academy** for early career staff.

We will introduce the new **Imperial Institute of Extended Learning**, which will help futureproof careers, businesses and communities by providing the advanced skills training and values-driven leadership needed to thrive in a tech-enabled world.

We have created four new cross-institutional **Schools of Convergence Science** to bring intense focus, interrogation and research impact to the emergent forces shaping our future at an unprecedented scale: (1) climate, energy and sustainability; (2) human and artificial intelligence (AI); (3) health, medtech and robotics; (4) space, security science and telecommunications.

And through our new **Imperial Global** network we will achieve greater global collaboration to meet global grand challenges.



To further energise our vibrant enterprise ecosystem, we are creating a new venture fund, **Science Capital Imperial**. And we will deepen our partnerships with government, industry, our NHS partners, local communities and other stakeholders to establish WestTech London, anchored by Imperial's major science and innovation locations, to maximise our collective potential as a powerful engine for innovation, job creation and inclusive growth.

And underpinning everything that we do will be **Sustainable Imperial** – our university-wide commitment to play a leading role in the global fight against climate change, biodiversity loss and pollution.

Our founding mission was 'to be useful'; an understated precis of all that our exceptional teaching, research and innovation have made, and continue to make, possible.

But before we can usefully change the world, we must first seek to understand it. Our strategy engages with, and animates, this foundational idea: that Imperial's shared purpose is one of inquiry and action. A scientific

mindset that encourages imagination, celebrates precision, demands patience, insists on humility, rewards accidents, steels our backs and makes us brave.

In science, as in strategy, there is no easy prophecy and no shortcut to progress. An understanding – sharpened, deepened, or totally new – is the first and only precondition.

While much of our direction in this document will feel new, our destination remains unchanged: to become a global home for everyone who believes in the power of science to discover, to create, to explain and to transform. To understand more of the universe and improve the lives of more people in it.

Imagine that.



Advancement

Philanthropy played a pivotal role in Imperial's establishment in the early 1900s with two substantial legacy gifts which funded the construction of a new building for the newly formed institution. Just as philanthropy shaped Imperial at its foundation, it continues to do so to this day. Imperial raises an average of £70m annually, and had Imperial's two most successful years in 2023-24 and 2024-25. Support has been provided from more than 3,600 individuals and organisations across the world, for groundbreaking research initiatives, state-of-the-art facilities, and a range of scholarships, fellowships and academic posts.

Imperial's strategy is consciously ambitious, and to maintain Imperial's standing as a world-leading institution, growing private philanthropic support will be essential. Following the launch of our new strategy, Imperial is in the planning phase of a major comprehensive fundraising and alumni engagement campaign.

The global alumni community of Imperial comprises over 250,000 individuals around the world. It's an extraordinary and diverse network of entrepreneurs, scientists, engineers, clinicians and business leaders who are at the forefront of tackling many of the world's greatest challenges. We continue to build strong, mutually beneficial relationships between former students and Imperial, which is crucial to our future strategic plans and ambitions. Engaging the alumni community in philanthropy, as well as volunteering and lifelong learning will be essential to our ambitions for the campaign.

The Advancement Division at Imperial consists of more than 80 talented individuals passionate about supporting world-leading science, technology, engineering, medicine and business. Our fundraising teams work collaboratively across disciplines and geography, with teams for principal gifts, faculties, global, trusts and foundations, regular giving and legacy giving. With ambition and commitment, Advancement is a division that is looking to the future, working together to deliver our strategic priorities.



Philanthropy in action

March 2023 saw the **opening of a new building to house Imperial's School of Public Health**, located at the White City Campus. A vital part of WestTech London linking South Kensington, Paddington Life Sciences, White City Innovation District and the Old Oak and Park Royal development area, the School of Public Health was made possible by generous donations from Dame Marit Mohn and Community Jameel. The opening was the culmination of a five-year campaign to bring our scientists, researchers and students together for the first time.

The **launch of the Centre for Sectoral Economic Performance**, funded by the Gatsby Charitable Foundation for £29 million. The Centre is bringing together experts on science, engineering, economics and technology to come up with globally competitive strategies to improve the competitiveness of the UK economy and drive sustainable economic growth.

A £24 million gift from the Bezos Earth Fund **launched the new Bezos Centre for Sustainable Protein**, aimed at protecting food security with minimal impact on biodiversity, climate and the natural world. The Centre is working toward the development of innovative food alternatives that are sustainable, nutritious, affordable and appetising.

A gift of £10 million from philanthropist Dr Victor Dahdaleh will propel Imperial's lung and heart research by creating the Dr Victor Phillip Dahdaleh Graduate Centre for Respiratory and Cardiac Sciences at the National Heart and Lung Institute (NHLI) and supporting the refurbishment of the Dr Victor Phillip Dahdaleh Building – a new home for world-changing lung research at Imperial's Hammersmith Hospital Campus.

Equality, diversity and inclusion

As a leading institution in the heart of London, Imperial proudly upholds a longstanding commitment to equality, diversity and inclusion. Valuing the diversity of our community is one of the four cornerstones of our strategy and we further promote inclusion and equality through numerous formal and informal practices across our institution.

Our aim is to embed equality, diversity and inclusion into all our work at Imperial. We take pride in our declared mission “to achieve enduring excellence in research and education in science, engineering, medicine, and business for the benefit of society.” This reflects our civic role as a repository for knowledge and culture, as an institution that fosters independent and critical reflection, and as an agent of positive societal change.

As a university, we are defined by our community of staff and students. Therefore, we will only succeed in our mission by cultivating an environment that respects, supports and celebrates all the people who come to Imperial, enabling them to enrich the world and their own lives through work and study.

Why embracing equality, diversity and inclusion matters

In order to ask the right questions and come up with useful answers we need to harness the best minds across the broadest perspectives. Our community therefore needs to be diverse, inclusive, and based on equality.

Embracing equality, diversity and inclusion is not simply a matter of complying with the law, though clearly, we are bound by its provisions.

Nor is it simply a matter of social justice, though as a public institution, it is absolutely right that we should strive to be representative of the society we serve. Nor is it an alternative to traditional notions of excellence.

Rather, our commitment to equality, diversity and inclusion recognises the fact that excellence comes in many forms. If Imperial is to thrive in a world that has never been more diverse and interdependent, and to play its full part in advancing social progress and mobility through research, teaching, clinical practice, entrepreneurship, outreach, and public engagement, we must become more cognisant of the benefits that will flow from placing equality, diversity and inclusion at the heart of our institution.

Values

In addition to Imperial's Values, the Advancement Division has set out to define the values and behaviours we aspire to uphold, so as to create an inclusive, collaborative and successful working culture.

Brave

We are empowered to be experimental.

Adaptable

We are an agile and dynamic division with a proactive approach.

Collaborative

We are an inclusive division, working as a team towards shared success.

Kind

We are appreciative, supportive and respectful of our colleagues.

Impactful

We nurture professional excellence, encourage ambition and demand equality.

Transparent

We value honesty and openness.

More information about the Advancement Division values is available [here](#).

Imperial locations

Imperial's main campuses are located in South Kensington and White City. The university has six other locations in London, largely medically oriented, at Charing Cross, Chelsea and Westminster, Hammersmith, Northwick Park, the Royal Brompton, and St Mary's hospitals. The university also has a campus at Silwood Park near Ascot, focusing on ecology, evolution and conservation.

The South Kensington Campus is the historical home of the university, with the majority of undergraduate teaching currently taking place here. Our Enterprise Lab supports our students to become entrepreneurs, one of the distinctive features of an Imperial education. It is also located within one of the greatest concentrations of science and cultural institutions, including the Royal Colleges of Art and Music, Museum of Natural History, Science Museum, and the Victoria and Albert Museum

The White City Deep Tech Campus is Imperial's 20-acre development in West London, a planned £2 billion investment that brings together distinguished researchers, businesses and partners from academia to work, share ideas and turn cutting-edge research into benefits for society.

The campus is located in the heart of White City and constitutes an important part of WestTech London. This stretches from our eco-campus in Ascot through to Paddington and South Kensington, via the Old Oak Development and our White City Deep Tech Campus all clustered around the world-leading centre of research excellence. Imperial has also recently acquired the Victoria Industrial Estate, a 9.6-acre site in North Acton, which will support flexible and affordable follow-on space to enable innovators to stay and scale in West London. Over the coming years, this corridor will position Imperial at the heart of a thriving innovation ecosystem. It is also the home of the Advancement Team's main office at MediaWorks, White City.

Imperial is also a global institution. Four Global Hubs have been launched in 2024 and 2025 in Singapore, San Francisco, Accra, and Bengaluru. Imperial Global will enhance our academic partnerships, access to talent, enterprise and engagement. Most importantly, it will become a core part of our efforts to apply science for the good of humanity.



The role

Job title:	Head of Principal Gifts
Department/division/faculty:	Advancement
Campus/location:	Hybrid/South Kensington and White City with travel to other Imperial campuses/meetings as required
Job family/level:	Professional Services Level 5 (salary scales)
Responsible to:	Director of Development, Principal Gifts and Global
Line management for:	N/A
Key working relationships (internal):	Imperial's administrative and academic leaders who are or become stakeholders to specific developments under purview of the role. Staff across the Advancement Division, including Directors and senior managers.
Key working relationships (external):	Current and prospective donors including individuals and organisations
Contract type:	Full-time – Open-ended

Purpose of the post

As a senior fundraiser within the Advancement Division, this new post will enhance Imperial's ability to attract the highest possible levels of philanthropic funding. Principal Gifts are donations to Imperial of at least £5m and can be up to eight or even nine figures in scale. By nature, Principal Gifts are some of the most complex, and often ambiguous, developments to deliver.

The Head of Principal Gifts will bring strong values and an ability to manage complexity and ambiguity to the fore to drive progress. They will collaborate extensively within Advancement and across the university to lead and work within teams to bring Principal Gift developments to fruition. Focussing on a portfolio of prospective donors with a capacity to give £5m or more, the post holder will lend their strategic thinking, excellence in project and relationship management, and demonstrable communication skills to expand the number of Principal Gift opportunities Advancement can pursue. They will spear-head the development of transformational gift opportunities with internal colleagues and donors. With a clear track record in successfully managing high-value relationships and working on complex projects, the post will work across the full breadth of Imperial's priorities and multi-faceted contributions to society.

Entrepreneurially minded, the individual will be results driven and solution orientated to maximise the chances of success in any given assignment.

Heads of Development will usually be expected to manage a portfolio of 50-75 prospects, and secure £1m-£5m annually in philanthropic support. They are usually required to conduct 50-75 significant interactions with prospects to work relationships towards a gift, and to make 10-15 asks annually. Goals will be adjusted during the first 12 months in post while post holders build up to this level of activity.

Framework goals for fundraisers, which set out the ranges within which goals are usually set, are online on our website [here](#).



Key responsibilities

Strategic

- Working in prospect teams, as lead or key contributor as may be appropriate, responsible for driving progress on a number of Principal Gift opportunities, delivering measurable activity and ultimately philanthropic income for Imperial.
- Focus on a portfolio of prospective donors with a capacity to give £5m or more to expand the number of Principal Gift opportunities Advancement can pursue.
- Spearhead the development of transformational gift opportunities with internal colleagues and donors.
- Derive, communicate, and deliver strategies for the pursuit of Principal Gift opportunities.
- Responsible for appropriately preparing and briefing Imperial administrative and academic leaders involved in the pursuit of any given opportunity; fully coordinate their involvement such that their investment of time is well leveraged.
- Work with the Principal Gift team to enhance frameworks, processes, and best practice for these significant endeavours.
- Support other fundraisers in development of strategy, including where the post may be contributing within a prospect team rather than necessarily leading it.
- Demonstrate a strength of commitment to values in day-to-day interactions with internal and external stakeholders.
- Employ knowledge of UK-based philanthropic individuals to deploy strategies and successfully target different audiences in order to achieve the best results.

Operational

- Lead by example in ensuring all relevant system data and recordkeeping is kept up-to-date.
- Develop working partnerships with Advancement Division staff across the board to encompass all functions and support available to take an opportunity from identification to fruition.
- Reporting to the Director of Development: Principal Gifts and Global, raise philanthropic income from a principal-level fundraising portfolio of donors and prospects capable of giving £5m plus.

Development of prospects

- Raise Principal level income by managing a varied portfolio of donors.
- Work closely with senior academic and administrative staff to bring existing or prospective donors to the point where they may yield philanthropic income.
- Manage complex qualifications, cultivations, solicitations, and stewardship.
- Solicit and close gifts across the priorities, faculties and needs of the whole of Imperial.
- Ensure a mutually supportive working environment with all officers in Advancement and external to the division so that links with donors are professionally managed.
- Make effective use of Prospect Research to assemble appropriate prospect teams in order to manage the best means of approaching and cultivating potential donors.
- Draft and manage compelling written correspondence, proposals, and presentations for fundraising purposes. This will include interpreting complex content in business, science, engineering, and medicine disciplines, and understanding detailed financial information. Furthermore, it includes writing correspondence and preparing materials on behalf of other stakeholders involved.
- Negotiate and prepare gift agreements and contracts with the assistance and support of Imperial's legal team.
- Ensure that all income is managed appropriately to qualify as philanthropic and keep abreast of charity law and other relevant laws like the Equality Act.

Donor stewardship

- Draft and manage reports, emails, and letters for stewarding purposes. Work closely with the stewardship team to ensure that communications about donors are of the highest quality.

- Liaise regularly with the Advancement Operations group to ensure consistent, coordinated, and high-quality stewardship.
- Monitor performance and outcomes by preparing regular reports and recording activities using BBCRM, Imperial's prospect and stewardship management system.
- Share knowledge and insights acquired through contacts and networking for the overall advancement of development opportunities at Imperial.
- Support prospect cultivation and stewardship events.

Analysis and reporting:

- In concert with the Director of Development: Principal Gifts and Global, agree specific and quantifiable targets for annual performance and participation, and forecast accordingly. The Head will have a set of ambitious but achievable metrics.
- Monitor and maintain records and reports of giving activities to meet both internal and external requirements.
- Analyse performance, present results and put forward recommendations through briefings, presentations and written reports for senior management committees.
- Work closely with colleagues in the Advancement Division to ensure robust ethical and stewardship processes.

Other responsibilities:

- Other tasks reasonably requested by senior colleagues that contribute to the enhancement of the Principal Gift Programme at Imperial.
- Input into the coordination of major events for Principal Gift level prospects.
- Remain up to date with developments in fundraising and refresh skills as required.
- Keep abreast of relevant philanthropic news.
- Monitor and mitigate risks and threats to fundraising activity in Imperial.
- Understand and proactively engage with Imperial and Division's strategic priorities.
- Occasional work on evenings or weekends when University activities are scheduled.
- Occasional travel outside London and overseas to attend meetings.

The person

Requirements	Candidates/postholders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Education	Undergraduate degree or equivalent career experience	E
Experience	A strong track record, knowledge and leadership experience in professional fundraising in the not-for-profit sector or as an alternative, raising funds and/or business from clients in the region	E
	A strong track record, knowledge and leadership experience in professional fundraising in the not-for-profit sector or as an alternative, raising funds and/or business from clients in the region	D
	Proven effectiveness in managing multiple projects simultaneously	E
	Significant experience in harnessing the power and potential of relational CRM-type databases such as Raiser's Edge in order to drive and support a data driven approach to fundraising	E
	Strong judgement skills; measured, resilient and calm under pressure	E
	Extensive knowledge of UK-based philanthropic individuals, and those who maintain personal trusts and foundations	D
	Proven leadership ability and exceptional experience of planning and progressing fundraising initiatives and campaigns under own initiative and in a professional manner	D
	Significant experience of initiating, developing, and maintaining excellent relationships with individuals, trusts and foundations, as well as alumni and donors	D
	Experience of providing an exceptional level of donor care across an organisation	D
Knowledge	Strong analytical and problem-solving skills with the ability to apply knowledge creatively in new contexts and to think beyond traditional solutions	E
	Sound grasp of the dynamics of the relationships between departments, groups and individuals of an organisation, and sensitivity to differences in priorities	E

Continues on next page

Requirements	Candidates/postholders will be expected to demonstrate the following:	Essential (E)/ Desirable (D)
Knowledge	Significant knowledge of fundraising best practice in the higher education sector	D
	An understanding of the role of universities and their contribution to society	D
	Clear understanding and experience of relevant regulatory compliance, international tax codes, and ethical codes of practice associated with fundraising	D
Skills and abilities	Outstanding communication and interpersonal skills, highly persuasive and responsive to high-level internal and external stakeholders	E
	Possesses the ability to manage complex qualifications, cultivations, solicitations, and stewardship	E
	Able to articulate an inspiring and compelling case for major philanthropic support or a similar complex investment case in another context	E
	Strategic thinker with an ability to identify new opportunities for development	E
	Demonstrable ability to work successfully both individually and as a member of high performing teams	E
	Efficient administrative and organisational skills, with the ability to prioritise and manage a varied workload and to work flexibly and independently to resolve problems in a timely and comprehensive manner	E
	IT literate and experience of using Microsoft Office and CRM-type applications	E
	Excellent standards of accuracy, consistency, and attention to detail	E

Further information

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

[Our values](#) are at the root of everything we do and everyone in our community is expected to demonstrate:

- **Respect**
- **Collaboration**
- **Excellence**
- **Integrity**
- **Innovation**

Advancement colleagues are also expected to follow the [Advancement Values and Behaviours framework](#).

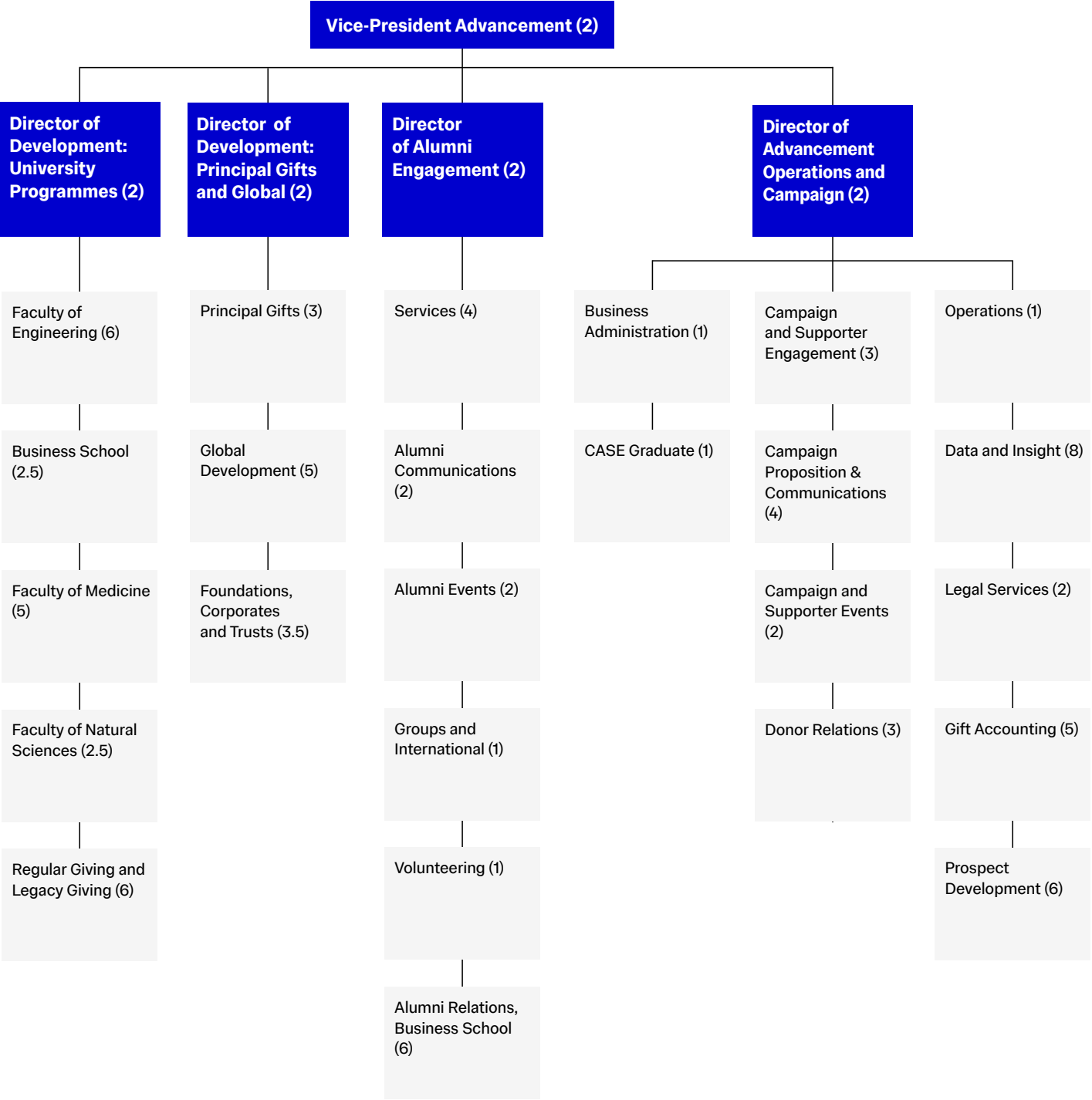
Employees are also required to comply with all Imperial policies and regulations.

We are committed to equality of opportunity, to eliminating discrimination and to creating an inclusive working environment for all. We encourage candidates to apply irrespective of age, disability, marriage or civil partnership status, pregnancy or maternity, race, religion and belief, gender reassignment, sex, or sexual orientation. You can read more about our commitment on [our webpages](#).

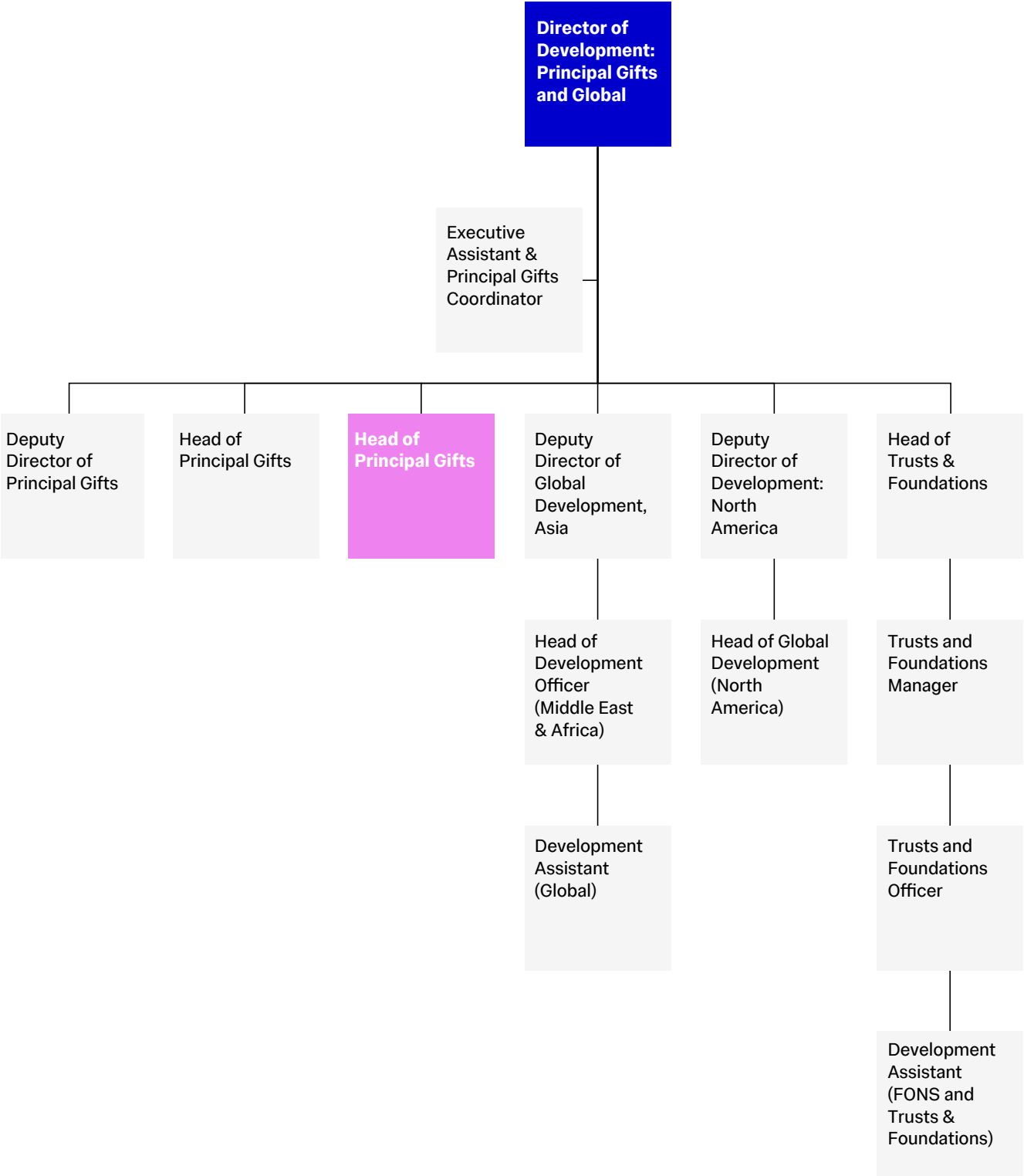
October 2025



Advancement organisation chart



Development: Principal Gifts and Global organisation chart



Terms and conditions

Salary

£69,365 to £79,257

Job family/level

Level 5, Professional Services

Contract type

Full-time – open-ended

Benefits

Imperial offers a wide range of employee benefits including career development tailored to your ambitions, an attractive pension scheme and generous family leave packages.

Our interest is in offering a flexible, supportive work environment with encouragement to achieve and maintain a healthy work-life balance.

Please visit our benefits webpages [here](#) where you will find detailed information on everything from discounts to local museums through to our own dental practice!

Pension

The USS is a hybrid scheme, meaning that it is partly a Defined Benefit scheme and partly a Defined Contribution scheme. Members currently earn a Defined Benefit pension on salaries up to £70,296 pa and Defined Contribution benefits on salaries above this threshold, at a cost of 6.1% of salary to members and 14.5% for employers. The USS is one of the largest private pension schemes in the UK that currently still allows new Defined Benefits to be built up.

Full details can be found [here](#).

Location

Hybrid/South Kensington and White City with travel to other Imperial campuses/meetings as required.

Hours of work

The university wishes to promote an ethos that all staff maintain a reasonable balance between home and working life. Therefore, the university's core meeting hours are between 09.00–17.00.

Staff are required to work those hours which are reasonably necessary to properly and effectively fulfil the duties and objectives assigned by the Head of Department/Division or nominee, normally not less than 35 hours a week for full-time members of staff. Professional Services Family staff in Levels 4 to 7 are not eligible for overtime payments.

Hybrid working

This role is a hybrid role, and the post holder will normally be expected to work 60% of their time onsite or out on university business.

Probation period

Six months

Annual leave

The annual leave entitlement for staff who are employed on standard terms and conditions and linked to a Job Family is 25 days.

The mandatory leave entitlement for staff who are employed on standard terms and conditions linked to a Job Family is 14 or 15 days. This consists of the eight statutory public holidays which are observed by the university plus six or seven university closure days (this varies depending on the day Christmas falls since the university does not reopen between Christmas and 2 January). The university closes on all mandatory leave days. Mandatory leave cannot be accrued.

Pre-employment checks

Previous three years' experience.

How to apply

The university will be supported in this appointment process by the executive search firm Constellate Global Talent who will support the Search Committee in the discharge of its duties, both to assist in the assessment of candidates against the requirements for the role and to identify the widest possible field of qualified candidates. Imperial strongly encourages applications from those with a diverse range of backgrounds.

To apply, please send your CV and cover letter to info@weareconstellate.com

Closing date for applications is midnight on Wednesday 19th November 2025. If you would like to have a confidential discussion about the position, please email info@weareconstellate.com

Interviews are expected to be held in December 2025.

For detailed information on how we process your personal data, please review our privacy policy on our website: www.weareconstellate.com/privacy-policy

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as your express consent to process this information going forward. Please also remember to not mention anyone's information or details (eg referees) who have not previously agreed to their inclusion.

More information about the use of personal information provided by candidates to Imperial can be found in our Data Protection Policy.

Constellate

GLOBAL TALENT

www.weareconstellate.com

