JOB TITLE: ENDANGERED LANDSCAPES PROGRAMME MANAGER – CAMBRIDGE CONSERVATION INITIATIVE (FIXED TERM)

REPORTS TO: EXECUTIVE DIRECTOR – CAMBRIDGE CONSERVATION INITIATIVE

Background


Founded in 2007, CCI has had a number of significant achievements to date. These have included the creation of a fund for collaborative projects undertaken by CCI partners that has dispensed over three million pounds since 2009; the founding of an innovative and interdisciplinary masters course in Conservation Leadership; the fostering of a number of significant programmes focusing on topical issues within conservation including landscape restoration, natural capital and the relationship between the arts and conservation; and the establishment of a new campus for biodiversity conservation within the David Attenborough Building in the heart of Cambridge. Most recently CCI has attracted an endowment of 10 million dollars to permanently fund the CCI Executive Director and his/her office.

One of the priority areas of collaboration within CCI’s Five Year Plan is to focus on the restoration of ecosystems and landscapes for the benefit of biodiversity. To this end and thanks to the generosity of Arcadia, the charitable fund of Lisbet Rausing and Peter Baldwin, CCI is now creating a new $30 million Endangered Landscapes Programme (ELP) for Europe.

This programme will develop and manage a series of large-scale, multimillion-pound landscape restoration projects that combine research, practice and policy change across Europe. It will help to reverse biodiversity loss from European landscapes and provide inspiration for a fundamental shift in the policy and practice of nature conservation. The ELP will create European landscapes that are enriched with biodiversity, establishing resilient, more self-sustaining ecosystems that benefit both nature and people. This is a major and new expansion of CCI’s ability to deliver its collaborative international agenda to understand and conserve biodiversity.
The role

The post holder will direct and manage the successful creation and delivery of a $30 million Endangered Landscapes Programme across Europe by working with CCI partners and other organisations to implement large-scale, multimillion-pound, on-the-ground landscape restoration projects and a suite of broader enabling activities. They will lead the strategic direction, governance, development, management and promotion of the Endangered Landscapes Programme, working with staff in the CCI Executive Director's Office (EDO), CCI partners, including Cambridge Judge, and Arcadia (the founding donor).

The post holder will foster and catalyse the development and implementation of a broader global CCI programme of landscape restoration across CCI by working with partners, potential collaborators and potential donors. They will be responsible for creating a pan-European network of people engaged in landscape restoration and collaborating with CCI.

Main responsibilities

Programme management

- Directing the implementation of the full $30 million programme grant from Arcadia (and any future donations from other donors) ensuring completion of all deliverables agreed with the donor(s) and CCI Council.
- Providing strategic reviews and analysis of wider landscape restoration initiatives to feed into the ELP’s design and management.
- Leading the technical review and strategic evaluation of applications to the ELP.
- Leading and manage the process of contracting, financial disbursement and periodic review/evaluation of individual projects and the overall programme.
- Providing strategic direction and guidance to applicants to the ELP and to grantees.
- Making regular visits to projects to review progress and evaluate progress.
- Tracking and provide budget management and oversight of grants from donors.
- Leading the evaluation of individual funded projects and reviews of the overall programme.
- Overseeing implementation of activities that enable and support landscape conservation, including through study tours, exchange visits, symposia, decision-support tools, capacity-development and convening.
- Leading, with support from the CCI Communications Manager, the creation of communication tools for the programme.
- Managing staff assigned to the programme.
- Ensuring open access to information about projects and to their outputs.
- Leading the development of a wider CCI collaborative initiative (Transformation Action) on landscape/ecological restoration globally.
Programme governance

- Directing the overall governance of the ELP (working with the CCI Executive Director) by taking the lead on preparing agendas, tracking decisions and creating governance documents for the CCI Landscape Restoration Working Group, the CCI Council, and the ELP Oversight and Selection Panel (OSP).
- Implementing recommendations from the OSP, the CCI Landscape Restoration Working Group and others.
- Managing the OSP, including preparation of all necessary materials, with support from the CCI Executive Director.

Strategic development and fundraising

- Leading the ongoing development of a portfolio of imaginative, ambitious, landscape-scale projects across CCI.
- Forging strategic alliances with institutions and individuals to implement the programme, to maximise its impact and to scale-up.
- Playing a leading role in leveraging additional funding for CCI landscape restoration programmes, working with both Cambridge University Development and Alumni Relations (CUDAR) and the CCI Executive Director.

Promotion and partnership

- Promoting the programme as a major new innovative funding mechanism for landscape restoration across Europe.
- Promoting the programme globally to key decision makers as a catalyst of change for biodiversity conservation.
- Expanding linkages between the programme and other conservation initiatives.
- Representing the programme at the highest levels during regional and international events.
- Leading in communicating the programme across Europe as a strategic, large-scale CCI initiative; and as a major programme funded by Arcadia.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- Postgraduate qualification (masters or PhD) in natural resource management, environmental sciences, conservation biology or similar.
- Excellent knowledge of the international biodiversity conservation sector, including landscape restoration initiatives globally, regionally and/or in Europe.
- Extensive experience in establishing and managing funding mechanisms.
- Extensive experience in directing, managing and monitoring large-scale international projects and programmes involving multiple stakeholders.
• Experience of leading multinational teams and working with international partners.
• Experience of directing, designing and implementing project evaluation mechanisms.
• Experience of overseeing finance management, reporting and communications.
• Experience of setting overall standards of service.
• Highly organised and efficient, with good attention to detail.
• Excellent project management skills.
• Excellent writing and editing skills.
• Proficient with the Microsoft Office suite.
• Able to work under pressure and meet deadlines without compromising on quality.
• Ability to multitask and work independently.
• Fluent in English and working knowledge of other European languages.
• Degree in related natural science subject.
• Willingness to travel throughout Europe, including some weekend working as required.

Benefits

This is a full-time position. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £53,691-£56,950 per annum.

The funds for this post are available for five years in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.
Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 9 April 2018.

Applicants are required to provide details of three referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.