JOB TITLE: POLICY FELLOWSHIPS COORDINATOR, CENTRE FOR SCIENCE AND POLICY (FIXED TERM)

REPORTS TO: CSAP ASSOCIATE DIRECTOR

Background

The Centre for Science and Policy (CSaP) works with a unique network of academics and decision-makers in government to improve the use of evidence and expertise in public policy. Our approach is based on addressing the questions which policy makers identify, and on building relationships characterised by mutual understanding, respect and trust.

At the core of our work as a knowledge broker is the CSaP Policy Fellowships, with more than 320 Fellows and over 1500 experts. The role holder reports to the CSaP Associate Director and is responsible for organising activities for the Policy Fellowships programme. The role holder also supports the Associate Director in producing termly and annual reports on the progress of Policy Fellowships for CSaP's Management Committee, for other University bodies and for dissemination.

The role

MAIN RESPONSIBILITIES

The purpose of the role is to help deliver CSaP's Policy Fellowships programme by carrying out necessary communications tasks with Policy Fellows and supporting the Associate Director in connecting Policy Fellows with academics and developing their interaction over the two-year Fellowships. This includes researching and inviting academics to meet Policy Fellows, having one-to-one meetings with around 60 Policy Fellows per year, to gather feedback on the programme and make further relevant connections with academics for Policy Fellows. The role holder also produces termly e-newsletters for Policy Fellows, as well as organising monthly informal get-togethers for Policy Fellows in London.

Policy fellowship programme delivery

- Researching academics to invite to meet Policy Fellows, based on Policy Fellows' questions.
- Meet Policy Fellows for orientation and wrap-up meetings.
- Take arrangement details from Policy Fellows including dietary and transport requirements and work with Associate Director to ensure all logistics are organised for visits to Cambridge.
- Liaise with CSaP affiliate universities' knowledge exchange staff to help organise visits by Policy Fellows to meet academics at CSaP affiliates.
Recruitment and election of policy fellows

- Work with CSaP’s Director and Associate Director to promote the Policy Fellowships scheme to UK government departments, local government and business audiences among others.
- Communicate with prospective applicants.
- Organise necessary documentation for the election panel to review applications on a termly basis.
- Use documentation from elected Policy Fellows to work with CSaP Associate Director in researching and organising initial programmes.

Network and other events

- Organise networking meetings for Fellows and researchers to exchange information, including monthly Policy Fellowship meetings in London.
- Contribute to organisation of annual Policy Fellows meeting, annual reception and conference by researching potential speakers, preparing slides on the Policy Fellowship programme and sending out invitations to Policy Fellows.
- Pick up on requests from Policy Fellows for workshops or similar to be organised, and work with colleagues to establish potential budget for these.
- Supervise and coordinate interns (up to six per year on three-month internships) in reporting on one-to-one meetings and network events for Fellows.

Organisation of continuing fellowship scheme

- Promote the continuing fellowship scheme to Policy Fellow alumni on an annual basis, with a target of achieving over £20,000 in income from fees from around 20 Continuing Policy Fellows each year.
- Plan expenditure budget of around £5,000 per annum to cover events, accommodation and annual dinner for continuing fellows.
- Check on payments made.
- Organise two annual events for continuing fellows.
- Work with CSaP Associate Director to organise days of meetings in Cambridge.

Communications and programme development

- Work with colleagues to produce a termly Policy Fellows’ newsletter.
- Produce documentation for Policy Fellows with suggestions gathered from feedback from other Policy Fellows to help them to make the most of the programme.
- Make relevant updates to CSaP website as required, including updates to Policy Fellow profiles with changes of job etc.

Relationship management, information and reporting

- Meet Policy Fellows as part of a structured pattern, to help gather feedback about their visits and deliver value to them for their Fellowship.
- Organise surveys at regular intervals with Policy Fellows to monitor impact and to help them get the most out of their Fellowship.
• Make suggestions for improvement to the programme based on feedback from Fellows.
• Use the information gathered for presentations, reports and publications, and to assist in the preparation of proposals to external bodies e.g. for funding or contractual purposes.
• Ensure a high level of service is provided at all times to the Policy Fellows Network, offering help and advice when needed.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.
• Educated to at least Bachelors degree level or equivalent qualification.
• Excellent project management skills with a demonstrated track record.
• Experience of events and programme management.
• Relationship management experience.
• Experience of designing surveys, and collecting and analysing data.
• Highly effective organisational and planning skills with a commitment to delivery.
• Excellent writing skills required.
• Excellent oral communication and presentation skills required.
• Demonstrated client service focus and experience in a client service environment.
• Good teamwork skills.
• Driven and committed, demonstrating initiative and self-motivation.
• Demonstrable interest and/or experience in politics, policy and/or the connections between research and policy highly desirable.

Benefits

This is a maternity cover position and the funds for the role are available for one year or the return of the role holder, whichever is the earlier. This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £28,098-£33,518 per annum. Applicants wishing to undertake a secondment are also welcome to apply.

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.

Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: www.pensions.admin.cam.ac.uk.

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 27 August 2018.

Applicants are required to provide details of two 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) 339637 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.