Cambridge Judge Business School

Further particulars

JOB TITLE: ENDANGERED LANDSCAPES PROGRAMME ASSISTANT, CAMBRIDGE CONSERVATION INITIATIVE (FIXED TERM)

REPORTS TO: ENDANGERED LANDSCAPES PROGRAMME MANAGER, 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 £3 million since 2009; the founding of an innovative and interdisciplinary masters programme 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 the CCI has attracted an endowment of $10 million to permanently fund the CCI Executive Director and their 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 has established the $30 million Endangered Landscapes Programme (ELP) for Europe.

This programme will develop and manage a series of large-scale multi-million-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. The ELP is a major and new expansion of CCI’s ability to deliver its collaborative international agenda to understand and conserve biodiversity.
The role

The new post of Endangered Landscapes Programme Assistant will co-ordinate the efficient running of the ELP on behalf of the Programme Manager, working with the ELP Programme Manager, CCI Administrators, CCI Collaborations and Communications Manager, CCI partners, staff from Cambridge Judge Business School (especially in the Finance and Administration Department), staff from other University departments and with other organisations, in order to ensure smooth running of the programme.

Main responsibilities

Co-ordinate and oversee administration of the programme

- Create and maintain the programme database and website, maintain and update programme records, distribute documents relating to the programme.
- Liaise with stakeholders as required, and assist with the documentation and reporting of indicators, milestones and deliverables.
- Ensure that the ELP portfolio of grants and contracts complies with institutional policies and any applicable donor requirements.
- Provide oversight of grantee financial reporting and contractual compliance.
- Generate grant agreements, contracts and amendments, ensuring integrity of data in the grants and contracts database(s).
- From time to time, support the administration, management and communication of other CCI programmes as required and instructed by the ELP Manager.

Co-ordinate and support programme related activities and events

- Assist with production of reports by gathering and analysis of data as required by the programme manager and other stakeholders.
- Be the first point of contact with grantees on all administrative matters, and with the general public and other stakeholders including regarding communication received via the website.
- Take responsibility for the logistic organisation of project and programme evaluations.

Carry out programme financial administration

- Monitor expenditure against budgets.
- Process expenses claims and invoices, raise purchase orders, manage purchasing requisitions in accordance with University financial procedures and financial regulations.
- Monitor exchange rates.
- Keep Treasury appraised of currency needs (US$ versus GBP).
Provide administrative/secretarial support to the Programme Manager and programme committees

The position will work with two committees; the CCI-based Landscape and Restoration Working Group and the external Oversight and Selection Panel.

• Take the lead in organising and minuting meetings.
• Organise events.
• Organise travel, accommodation and catering.
• Prepare agendas and other papers and circulate.
• Take minutes and follow up action.

Undertake publicity activities linked to the programme

• Take full responsibility for maintenance and update of the programme website, publicise events and activities of the programme, social media (Twitter), organise programme events, seminars, disseminate information using appropriate media.
• Make decisions on programme communications, including by working closely with grantees to encourage and support production of stories from their projects.
• Take the lead on the development, moderation and management of an agreed-on networking platform for grantees.

Organise programme events such as conferences, workshops, training sessions

• Make all necessary arrangements including; booking rooms, coordinating travel arrangements where necessary, catering, dealing with expenses claims.

Take responsibility for visiting researchers, students and grantees

• Provide support and advise on accommodation, travel, visas, insurance etc. and ensuring all relevant documentation and paperwork is completed.

Establish and maintain communications

• Establish and maintain communications with colleagues, representatives and stakeholders at different partner institutions as required.
• Facilitate close working relationships including assisting in the communication of new calls for proposals, events, publications and other significant developments.

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.

• Degree in related natural science or social science subject.
• Postgraduate qualification up to masters level in relevant subject is desirable.
• Experience in administering and supporting international projects and programmes involving multiple stakeholders.

• Experience of overseeing programme and project financial management, reporting, contracting and communications.

• Experience of programme communications, including through the use of social media and websites, is desirable.

• Experience of working in a relevant sector (environment or development) in Europe.

• Highly organised and efficient, with good attention to detail.

• Excellent project management skills.

• Excellent writing and editing skills.

• Proficient with the Microsoft Office suite of programmes.

• Able to work under pressure and meet deadlines without compromising on quality.

• Ability to multitask and work independently.

• Good verbal communication and interpersonal skills.

• Fluent in English.

• A working knowledge of other European languages is desirable.

• Willingness to travel throughout Europe, including some weekend working as required.

Benefits

This is a permanent full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £26,243–£30,395 per annum.

This is a fixed-term post and the funds for this role are available until 31 Dec 2023 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 tax-efficient bicycle and car lease schemes. Staff will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme.
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 11 February 2019. We anticipate that interviews will be held on 18 February 2019.

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) 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.