
The Cambridge Conservation Forum (CCF) was established in 1998 to connect the diverse community of conservation practitioners and researchers working at local, national and international levels based in and around Cambridge. CCF facilitated the formation of CCI and consequently they have a close, complementary relationship. CCF continues to convene an extended informal network of 70 conservation organisations and over 2,000 individuals, drawing from a wide range of mainly non-governmental organisations, but also including some locally-based governmental organisations, independent conservationists and consultancies. These vary from the international British Antarctic Survey to the UK Joint Nature Conservation Committee, National Trust, and Natural England, to the local Wildlife Trust and small but locally significant or newly formed NGOs such as Cambridge Past, Present and Future, Talking Transformation and Redlist Revival. CCF acts as a focal point for networking and information exchange through regular meetings, events, newsletters and website.

The new post of Public Engagement Coordinator aims to work with CCI and CCF to increase public awareness of conservation issues and the contribution that CCI and CCF can make to these, by delivering an expanded programme of local, national and international events. The role holder will work with colleagues within CCI (including CCF representatives) to support the development of a strategic approach to public engagement that aims to communicate the importance of biodiversity to the wider public and to catalyse behaviour change. Furthermore, the post will play a pivotal role in helping CCF to facilitate networking, knowledge exchange and extended collaboration within the wider constituency of...
conservation organisations in and around Cambridge. This will free up the volunteer time of conservation experts to further develop the innovative and exciting activities that CCF was created to undertake, and which aim to result in greater awareness and engagement from the public towards biodiversity.

**Main responsibilities**

**Deliver a comprehensive CCI events programme**

The role holder will both build on extant, and support the development of new, events for inclusion in a CCI programme of events.

- Organise logistics and planning in advance of events.
- Prepare and disseminate marketing materials.
- Keep participants and other stakeholders informed appropriately in the run-up to events.
- Ensure the smooth running of events including management of volunteers and others involved in their delivery.
- Conduct appropriate evaluations after events have taken place.

The role holder will work alongside colleagues from the CCI Executive Director’s Office (EDO) to support the development of new events for CCI, guided by the CCI Strategy and Five Year Plan and input from the wider CCI partnership, including from the CCI Public Engagement Working Group. This will include development of plans for the Cambridge Festival of Nature.

**Manage communications for CCI events**

The role holder will establish and maintain systems to keep the public informed and engaged with CCI events, and to collect and maintain details of volunteers to support event delivery. The role holder will be responsible for the events pages on the CCI website, and the promotion of events via CCI’s social media platforms. In addition, the role holder will prepare and disseminate communications materials (both electronic and hardcopy) to use for event marketing. This will include preparing copy for news and other content relating to CCI’s public engagement work.

**Develop relationships with other Cambridge institutions delivering public engagement**

The role holder will work with other relevant bodies with a focus on delivering public engagement, to develop and deliver joint events. These institutions will include the Museum of Zoology and the other University of Cambridge museums and collections, the CCF membership, Anglia Ruskin University, New Networks for Nature, the Rialto poetry magazine and the Poetry Translation Centre.

**Input into the development of CCI’s external engagement strategy**

Working alongside CCI Executive Director’s Office colleagues, CCI Working Groups and the wider CCI community, the role holder will be involved in the development of strategies for CCI’s external engagement. In particular, the role holder will support the articulation of CCI audiences and the development of effective channels for engaging with these audiences. The role holder will also
contribute to the development of metrics and indicators to capture the impact of CCI’s public engagement work.

**Administer the CCI Public Engagement Working Group**

Working with CCI Executive Director’s Office staff, the role holder will support the establishment and manage the administration of the CCI Public Engagement Working Group (PEWG).

- Work with CCI partners to identify appropriate representatives for the PEWG.
- Arrange dates for PEWG meetings.
- Manage meeting logistics.
- Work with the PEWG Chair and staff from the CCI Executive Director’s Office to prepare meeting agendas and papers.
- Take notes during the meetings; and following up on action points in a discreet manner to ensure these are completed in a timely fashion.

**Administer communications with the CCF membership**

- Be responsible for the content and editorial of the weekly and monthly CCF newsletters, liaising with contributors and soliciting news articles from member organisations.
- Work with volunteer moderators to check content suitability.
- Ensure the mailing lists are updated and is compliant with GDPR, liaising with the CCF Communications Manager as appropriate.
- Field enquiries to the CCF email address – responding to enquiries; ensuring news items are loaded onto the CCF website; forwarding emails to appropriate officers of the CCF Committee.
- Help develop and run an administration system to ensure that all correspondence is recorded and filed appropriately.
- Be responsible for uploading new content to the CCF website, ensuring that pages are kept up to date and liaising with member representatives and CCF officers to arrange for new material to be provided and moderated.
- Work with and support the CCF Communications Manager with respect to maintaining social media for CCF.
- Help represent CCF at meetings with partners in and around Cambridge.
- Support the development and production of publicity materials, banners, publications, as required.

**Provide administrative support to the CCF Committee**

- Provide secretarial support to the CCF Committee and Council, including scheduling meetings, booking rooms, and distributing papers.
- Support CCF Committee members in the organisation of CCF group meetings (e.g. CCF Marine Group, GIS Group and Management and Restoration Group).
- Attend a small number of events which occur after normal working hours.
Provide administrative support to the organisation of CCF events

- Work with CCF symposium organisers for the annual and summer symposia, including helping the organisers to:
  - liaise with speakers
  - book rooms
  - organise catering
  - manage the delegate bookings (often using Eventbrite)
  - greet delegates from the reception desk
  - complete other associated tasks.
- Work with CCF Committee members and CCF Group Committees to support the organising of CCF events, such as field trips, social events and special lectures.
  This is likely to involve working after normal working hours on a small number of days during the year; and possibly on Saturdays or Sundays.

Act as a coordinator between the CCI EDO and the CCF Committee

- Co-ordinate with staff of the Executive Director's Office of CCI and members of the CCF Committee to ensure close and compatible working of the two organisations.
- Keep nominated officers of CCF informed as appropriate.

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:

- Educated to degree level or equivalent.
- Excellent administration experience as part of a team.
- Experience in using social media and the maintenance of website content.
- Experience of delivering public engagement events.
- Experience working in the non-profit sector.
- Experience of working in a collaborative environment.
- Highly organised and efficient, with good attention to detail.
- Excellent writing and editing skills.
- Proficient with Microsoft Office suite of programs and website editing software.
- Excellent interpersonal skills.
- Ability to multitask and work independently.
- Willingness to work out of normal working hours, in evenings and weekends on a small number of occasions each year.
Benefits

This is a 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 £28,660-£34,189 per annum.

The funds for this role are available for three years initially. 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. 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 Wednesday 27th February 2019. We anticipate that interviews will be held on 5 or 6 March 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.