JOB TITLE: COLLABORATIONS AND COMMUNICATIONS 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 facilitation and funding of over 56 collaborative projects undertaken by CCI partners; the founding of an innovative and interdisciplinary masters programme in conservation leadership; the fostering of a growing number of innovative conservation programmes focusing on topical issues such as 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. Since 2009, CCI has secured around $100 million for conservation collaborations and creating the David Attenborough Building, including an endowment of $10 million to permanently fund the CCI Executive Director and their office.

The role

The post of Collaborations and Communications Manager facilitates, supports and communicates the growing set of collaborations within the Cambridge Conservation Initiative (CCI). The Collaborations and Communications Manager will develop CCI’s communications platforms and mechanisms to ensure rapid, timely and appropriate sharing of information about CCI to a broad range of audiences. The Collaborations and Communications Manager will also manage a variety of mechanisms for collaboration, in order to catalyse innovative collaborations between CCI partners that deliver specific conservation outcomes.
The Collaborations and Communications Manager will work closely with the CCI Executive Director, be supported by the CCI Executive Assistant and maintain an active relationship with CCI partners, donors and a wide range of external audiences.

**Main responsibilities**

**Communications**

Working closely both with communications teams across CCI, and staff from the CCI Executive Director’s Office, the role holder will:

- **develop and deliver a new CCI website**
  The role holder will manage the development of a new website for CCI and oversee its delivery. This will involve: reviewing the outputs of previous consultations about the CCI website and using these to develop a specification for the content and style of the new website, consulting with stakeholders about the new website (particularly the Communications Working Group), working with third-party consultants to develop the technical aspects of the website, user testing, and promoting the new website among CCI stakeholders (both internal and external).

- **manage the CCI Communications Working Group**
  Building on previous iterations of this group, the role holder will engage with communications staff across the CCI partnership to create and maintain a strong communication network across CCI. The Communications Working Group will act as a ‘spoke and hub’ model for CCI communications, both disseminating CCI material to their stakeholders and acting as an advisory group for the development of central CCI communications.

- **manage the creation and delivery of content for CCI communications channels**
  Working with CCI partner communications teams where appropriate, the role holder will ensure the delivery of rapid and proactive communication of outputs from all collaborative activities, using the most appropriate communications channel.

- **develop a strategy for CCI communications.**
  The role holder will undertake a review of CCI communications to date, which will feed into the development of a strategy for CCI communications that considers all communications channels, and the appropriate CCI messaging and audiences for each channel.

**Catalysing collaborations**

Working with the CCI Executive Director, colleagues in the Executive Director’s Office and the CCI partners to support extant, and facilitate new, collaborative activities, the role holder will:

- **develop and deliver an online information sharing mechanism to foster collaboration across CCI**
  Building on previously conducted work, the role holder will design and oversee the delivery of an online platform to support information sharing across the CCI community, consulting with the CCI partnership as required.

- **support and manage mechanisms that foster collaborations between CCI partners**
The role holder will support and manage extant mechanisms established by CCI to support the creation of CCI collaborations. Such mechanisms might include (but not be limited to) roundtable meetings, workshops, speed-networking, seminars, CCI Council Working Groups, the CCI Collaborative Fund, and the growing number of CCI collaborative programmes.

- support efforts to measure the effectiveness of CCI.

Assist in the development and fostering of monitoring and information sharing mechanisms within CCI to ensure that the Conservation Campus is fostering effective collaborations between CCI partners and provides beneficial outputs and impacts for the conservation of biodiversity. This will include reporting to donors where required.

Administration

The role holder will manage a budget of around £25,000 per annum for CCI collaborations and communications. They will support the CCI Executive Director and members of the Executive Director’s team as required, over and above their input into the collaborative and communication aspects of these programmes.

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 in relevant subject, ideally with additional postgraduate qualifications.
- Good knowledge of international conservation and environmental issues and ideas.
- Proven ability to work across disciplines and with researchers, practitioners and policy makers.
- Experience in developing and delivering websites.
- Experience of creating and maintaining online information sharing sites, and ensuring effective uptake of such sites by a community.
- Familiarity with social media and other communications tools.
- Outstanding networking skills and proven ability to be an effective catalyst.
- Ability to nurture and foster essential relationships and partnerships with collaborators, potential funders and policy makers.
- Excellent all round communication skills, including enthusiastic and efficient oral and writing abilities.
- Self motivated, able to multitask and with a track record of delivering to tight deadlines without compromising on quality.

Benefits

This is a full-time position, with a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £36,261-£48,677.
This is a temporary post to cover maternity leave. The funds for this post are available for one year or the return of the post holder whichever is the earlier. Internal applicants wishing to undertake a secondment are 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 USS (Universities Superannuation Scheme) – a defined benefits 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 Friday 15 March 2019. We anticipate that interviews will be held on Wednesday 20 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.