JOB TITLE:  CCI ADMINISTRATOR (PART TIME, FIXED TERM)

REPORTS TO:  CCI EXECUTIVE DIRECTOR

Background


The CCI partnership is directed and supported by a small Executive Director’s Office (EDO), employed through the Cambridge Judge Business School, and based in the David Attenborough Building. This post administers the CCI Collaborative Fund for Conservation and assists the Executive Director and EDO with finance planning, donor grant set-up and management, and reporting.

The role

The CCI Administrator will ensure the smooth-running of the EDO finances and reporting of the CCI Collaborative Fund by providing full administrative and logistical support services. The role holder will also provide support for CCI communications as required.

Main responsibilities

Management of the administration for the CCI Collaborative Fund for Conservation

- Manage the administrative aspects of the Collaborative Fund for Conservation, including publicising the Fund to CCI Partners, supporting the independent Selection Panel, establishing and managing funding agreements with successful applicants, establishing and managing a comprehensive database on the Fund’s projects, maintaining the Collaborative Fund pages on the CCI website, and ongoing liaison with project leads to publicise their project’s impact and outputs, both during and after the lifetime of the project.

- Maintaining projects’ up to date presence on the CCI website (including editing and uploading project blog entries), adding newly published resources resulting from Collaborative Fund projects to the CCI website, drafting news items about the Fund’s project for the CCI website, and supporting the drafting of reports for the Fund’s donors.
Support the financial planning and reporting for CCI

- Oversee financial administration duties. Monitor resources and expenditure against budgets, process invoices and orders following financial regulations, liaise with accounts to ensure that CCI accounts are up to date, ensure efficiency and effectiveness of processes and procedures, and develop and review processes as required.
- Provide regular financial reports to the CCI Council and support the financial reporting to donors, working with the Executive Director and Cambridge Judge Business School finance team to prepare these reports. Provide proof-reading support for reports as required.
- Support the Executive Director with financial planning and forecasting for CCI.
- Co-ordinate the process of setting up new grants and funds for CCI by liaising with Cambridge Judge Business School and the Cambridge University Development and Alumni Relations office (CUDAR), and other parties as required.

Support CCI communications

- Support the Collaborations and Communications Manager in the maintenance and ongoing development of CCI communications.
- Taking a proactive role in keeping the website up to date. Tasks include: preparation of copy for the website (including liaison with CCI partners as required); uploading of material to the website; drafting copy for other communications channels within CCI as appropriate.
- Providing logistical support for internal and external CCI events and supporting the CCI Executive Assistant with internal CCI communications.

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:

- Experience as a senior administrative assistant, including minute taking.
- Experience of establishing and maintaining systems for managing granting programmes.
- Experience of organising and administering financial systems and budgets.
- Good working knowledge of office technologies, including audio visual equipment systems and databases.
- Excellent oral and written communication skills.
- Good working knowledge of communications platforms, including social media tools and websites.
- Ability to work under pressure and meet deadlines without compromising on quality.
- Educated to degree level or equivalent.
- Personalable and engaging, with the ability to make people feel welcome and at ease.
- Discreet personality with ability to handle colleagues sensitively.
- Ability to multi-task and work independently.
- Flexibility and open to change in terms of working practices and environments.

In addition, the following skills and experience would be an advantage:
• Experience of supporting governing and advisory bodies.
• Familiarity with dealing with VIPs, such as major donors, CEOs and senior leaders from academia.
• Evidence of an interest in the environment and conservation.

Benefits

This is a part-time position working 18.75 hours per week, over three days. Requests for flexible working will be considered. 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 £26,715 - £30,942 (£13,723.46 - £15,894.86 pro-rata) per annum.

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 Sunday 1 December 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 2013.

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) 7339637 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.