

JOB TITLE: CAPACITY AND NETWORK COORDINATOR (ENDANGERED LANDSCAPES PROGRAMME)

REPORTS TO: PROGRAMME MANAGER

Background

The Cambridge Conservation Initiative (CCI) is a unique partnership between leaders in biodiversity conservation research, education, policy and practice from six founding University Departments (Zoology, Plant Sciences, Geography, Land Economy, Cambridge Judge Business School and Cambridge Institute for Sustainability Leadership) and nine internationally renowned Cambridge-based conservation organisations (BirdLife International, British Trust for Ornithology, Cambridge Conservation Forum, Fauna & Flora International, International Union for the Conservation of Nature, RSPB, Traffic International, Tropical Biological Association and the United Nations Environment World Conservation Monitoring Centre). CCI aims to transform international biodiversity conservation by catalysing strategic partnerships between leaders in research, education, policy and practice.

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, a charitable fund of Lisbet Rausing and Peter Baldwin, CCI has created the Endangered Landscapes Programme (ELP). This programme manages a series of large-scale, multi-million-pound landscape restoration projects that combine research, practice and policy change across 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 Capacity and Network Coordinator will co-ordinate the development and delivery of a strategy for the creation and strengthening of an ELP grantee network of restoration practice, that builds grantee capacity for landscape restoration. The post will work on behalf of the Programme Director, and work with the Programme Manager, Science Manager, ELP grantees, CCI Collaborations and Engagement Manager, CCI Communications Manager, CCI partners, staff from Cambridge Judge Business School, staff from other University Departments, and with other organisations, in order to build an active and dynamic network for more effective landscape restoration.

Main responsibilities

Strategic development

- Lead on the identification of needs for capacity-building actions through needs collection and analysis.
- Design of the capacity-building strategy including co-ordinating inputs from other network and capacity specialists at CCI.
- Co-ordinate the design of tools and actions, including writing calls for tender for service providers, assessing bids, preparatory meetings with selected service providers, and overseeing work delivery.
- Keep up to date with networking, capacity-building, and training policies and tools, for landscape restoration-related skills and methods, and integrating relevant developments into the ELP.

Capacity building

- Co-ordinate efforts to build the capacity of ELP grantees for more effective landscape restoration (in collaboration with CCI partners and other collaborators as appropriate).
- Co-ordinate the organisation and delivery of agreed capacity-building actions.
- Manage and supervise the service providers contracted by the programme to deliver capacity-building actions (experts, trainers, training institutions, etc.).
- Monitor and review progress in the implementation of capacity building activities, including design of evaluation frameworks, conducting evaluation with beneficiaries etc.
- Maintain an archive of key documents and keep records concerning project activity for reporting purposes.
- Facilitate peer to peer learning.
- Organise study visits.

Networking

- Co-ordinate the creation and strengthening of a network of ELP grantees and alumni.
- Create thematic communities of practice (e.g. on Science & Monitoring; Communications and Behaviour Change; Nature-based Business and Local Economies).
- Organise and co-ordinate annual grantee meetings.
- Organise and co-ordinate monthly seminars (led by projects).

Intern engagement

- Co-design and help manage a programme of summer internships for students from disadvantaged educational backgrounds.
- Work with staff of the University of Cambridge Conservation Research Institute (UCCRI) to ensure effective placement of interns within UCCRI and CCI non-governmental organisation (NGO) partners.

Programme communication

- Contribute to the production of annual reports in accordance with donor requirements.

- Collect interesting stories relating to capacity building and networks to be included in the Annual Review, and as news updates on the ELP website.
- Contribute to the monitoring of Programme Results Framework indicators.

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:

- Significant work experience related to capacity-building or network development actions with concrete involvement in the design/delivery of capacity-building activities.
- Strong interpersonal skills – ability to listen and quickly build effective working relationships.
- Capacity to effectively interact with a multiplicity of stakeholders at all levels of seniority.
- Strong presentation and writing and skills.
- Excellent oral communication skills.
- Experience of working as part of a team.
- Ability to handle multiple tasks and deadlines, and work well with others.
- Basic budgetary skills and able to work within limited resources.
- Excellent IT skills - proficiency in MS Office; social networking tools; and video-conferencing software
- Excellent organisational skills.
- Degree in natural science, social science, education (or related relevant subject).

The following criteria is desirable:

- Postgraduate qualification (up to masters level) in a relevant subject.
- An understanding of and commitment to environmental issues.
- Experience of working on an international programme.

Benefits

This is a part-time position working 22.5 hours per week. There will be a nine-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays (pro-rated for part-time employees). The salary will be in the range £30,942-£40,322 per annum (full-time equivalent).

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 4 February 2021.

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) 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.