

JOB TITLE: PROGRAMME ADMINISTRATOR (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, the 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 Endangered Landscapes Programme Administrator will support the efficient and smooth running of the ELP on behalf of the Programme Director, working with other members of the ELP Programme Management team, CCI Administrators, CCI Collaborations and Engagement Manager, CCI Communications Manager, CCI partners, staff from Cambridge Judge Business School (especially in the Finance, HR and other administrative departments) and staff from other University Departments and other organisations.

Main responsibilities

Administrative/secretarial support

- Provide administrative and secretarial support to the Endangered Landscapes Programme and its committees, including the Oversight and Selection Panel, and the Landscape Restoration Working Group.
- Create and maintain accurate programme records and information, using the ELP's grant management tracking systems (monitoring reporting deadlines, co-ordinating contract changes etc.), and organise and maintain the ELP's online folders/filing system.
- Ensure the ELP's portfolio of grants and contracts comply with institutional policies and any applicable donor requirements.
- Provide oversight of grantee financial reporting and contractual compliance, including in relation to reporting cycles and procurement of goods and services.
- Generate grant agreements, contracts and amendments, ensuring the integrity of data in the grants and contracts databases.
- Be the first point of contact with grantees on all administrative matters.
- Provide administrative support for meetings and events. Prepare agendas and other papers to circulate, and take minutes where required.
- Support recruitment of staff to the ELP, including liaising with the HR department to advertise positions, communicate with applicants, and organise interviews.
- Support the onboarding process for all new starters.
- Work closely with other administrative staff at the Executive Director's Office's (EDO) office and across the partners of CCI to exchange information, contacts and experience in order to support the efficient working of the programme.
- Support the administration of other CCI programmes where required and instructed by the ELP Director.

Financial administration

- Process expenses claims and invoices; raise purchase orders; and manage purchasing requisitions in accordance with University financial procedures and financial regulations.
- Keep Treasury apprised of currency needs (USD versus GBP).
- Review monthly transaction sheets from the programme's cost centres and maintain a record of running totals.

Event management

- Support the logistic arrangements for programme events, including conferences, workshops, training sessions, and evaluations.
- Manage booking rooms, co-ordinating travel arrangements where necessary, organising catering, and dealing with expenses claims.

Other

- Take responsibility for visiting researchers, students and grantees.
- Provide support and advise on accommodation, travel, visas, insurance etc. and ensure all relevant documentation and paperwork is completed.

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 in administering and supporting international projects and grant-making programmes involving multiple (international) stakeholders.
- Significant experience of organising and administering financial systems and budgets.
- Good working knowledge of office technologies and software, including audio visual equipment systems, databases, video-conferencing software.
- Excellent oral and written communication skills.
- Well organised, able to work under pressure and meet deadlines without compromising on quality.
- Ability to adapt and respond quickly to changing circumstances and new tasks and deadlines at short notice.
- Personable and engaging, with the ability to make people feel welcome and at ease.
- Ability to multi-task and work independently.
- Flexibility and open to change in terms of working practices and environments.
- Educated to Higher National Diploma (HND)/Higher National Certificate (HNC) level, level 4/5 vocational qualification or an equivalent level of practical experience.
- An interest in the environment and conservation would be an advantage.

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 £26,715 - £30,942 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 apply 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.