

JOB TITLE: PROGRAMME MANAGER (ENDANGERED LANDSCAPES PROGRAMME)

REPORTS TO: PROGRAMME DIRECTOR

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 established the \$60 million Endangered Landscapes Programme (ELP) for 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 Manager will work closely with the Programme Director to develop, manage and promote the \$63 million Endangered Landscapes Programme, as well as a broader global CCI programme of landscape restoration, working with staff in the CCI Executive Director's Office (EDO), CCI partners, staff from Cambridge Judge Business School (especially in the Finance, HR and other administrative departments) and Arcadia, the founding donor.

Main responsibilities

Programme Management

- Assist with the production of reports to donors, by gathering and analysing data.

- Review and evaluate grant applications to the Endangered Landscapes Programme.
- Manage the process of contracting, financial disbursement and periodic review/evaluation of grantee projects.
- Manage grantee contracts, by screening and reviewing budgets, proposals, dispensation requests and financial reports.
- Work with grantees to ensure the timely preparation and submission of project financial reports, project technical reports and any other documents required by donors.
- Provide strategic direction and guidance to applicants to the Endangered Landscapes Programme and to grantees.
- Make regular visits to projects to review and evaluate progress.
- Support reviews and evaluations of projects and the programme.
- Support the development and implementation of selected Endangered Landscape Programme initiatives that enable landscape restoration, working closely with the Science Manager.
- Assist with the preparation of any training materials and participate in training sessions for grantees as required.
- Manage the delivery of programme meetings and events, including annual grantee meetings, symposia and workshops.
- Line manage the Capacity and Network Coordinator and the Programme Administrator.

Programme governance

- Work closely with the Programme Director to implement the recommendations from the Endangered Landscapes Programme's Oversight and Selection Panel, the CCI Landscape Restoration Working Group and others.

Financial administration

- Work closely with the Programme Director to manage the financial components of the \$63 million Endangered Landscapes Programme
- Manage the process of contracting, fund disbursement and finance review for a small number (15-20) of large multi-million-dollar project implementation grants, and 17-20 project planning grants.
- Support the financial management for small grants (up to £60,000) to enable other activities, including research, communications, training programmes etc.

Strategic development and fundraising

- Support the development of the wider CCI collaborative actions on landscape/ecosystem restoration.
- Establish and maintain communications and working relationships with colleagues, representatives and partner institutions, both internally and externally.
- Support additional fundraising for CCI landscape restoration programmes, working with University of Cambridge Development and Alumni Relations (CUDAR), the ELP Director and the CCI Executive Director.

Promotion and partnership

- Support the creation and management of linkages between the programme and other conservation initiatives.
- Work with the wider ELP team to communicate the programme across Europe as a strategic, large-scale CCI initiative and as a major innovative funding mechanism for landscape restoration across Europe, funded by Arcadia.
- Help to prepare communications, presentations and other materials to promote the programme.

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:

- Excellent knowledge of the international biodiversity conservation sector, including landscape restoration initiatives globally, regionally and/or in Europe.
- Experience in managing and monitoring large-scale international projects and programmes involving multiple stakeholders.
- Experience of working with multinational teams and working with international partners.
- Experience of overseeing finance management, reporting and communications.
- Highly organised and efficient, with good attention to detail.
- Excellent project management skills.
- Excellent writing and editing skills.
- Proficient with the Microsoft Office suite of programmes.
- Able to work under pressure and meet deadlines without compromising on quality.
- Ability to multi-task and work independently.
- Fluent in English.
- Degree in natural science related subject (or other relevant subject).

Benefits

This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £36,914-£49,553 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 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.