JOB TITLE: COMMUNICATION COORDINATOR, CENTRE FOR SCIENCE AND POLICY (FIXED TERM)

REPORTS TO: HEAD OF PROGRAMMES, CENTRE FOR SCIENCE AND POLICY

Background

The Centre for Science and Policy (CSaP) builds connections between researchers and policy makers in its mission to support evidence-based policy making. Serving a network of around 1,700 researchers and more than 400 policy professionals, a key activity of the Centre is to promote and communicate the impact that science and research has on decisions taken by policy makers. CSaP has a presence on Twitter with 7,000 followers, and our monthly newsletter goes out to more than 6,000 subscribers. Our Science and Policy podcast series has had more than 22,000 listens in the past year, and we have had in excess of 1,800 visitors to our LinkedIn page.

The role

The purpose of this role is to further develop and maintain effective multi-channel communications with our network whilst raising the profile of the Centre and promoting research that has the potential to impact on policy making.

Main responsibilities

- Design and implement communications strategies in line with the key communications objectives and messages of the Centre, and University as a whole, evaluate and review the strategy to adapt to changing research outputs and the wider environment.
- Provide high level editorial support, and contribute ideas for content development. Co-ordinate and supervise delivery of fresh, relevant and regular content for the website, maintain a social media presence, raise the profile of Centre’s work, deliver a relevant, content driven web presence, identify opportunities to highlight the research within the University and externally.
- Manage multiple social media accounts and produce the Centre’s Science and Policy podcast series. Work with the CSaP Head of Programmes to deliver content, improvements, and innovations to the website.
- Produce content for CSaP’s monthly newsletter and write and edit news articles and blogs for the website. Carry out interviews with key stakeholders and produce case studies for printed materials and online.
- Build strong working relationships with research infrastructure teams and communications teams in the University. Support staff at all levels to be actively involved in communications, ensure activities are relevant to our communications strategy and ensure communications activities are co-ordinated.
Work with others including University of Cambridge press offices to prepare press releases. Develop and maintain links with external media contacts to enhance the external profile and reputation of the Centre, offer advice to Researchers on how to communicate with policy makers.

Co-ordinate the advertising and promotion of CSaP at public networking events. Work with staff and interns who are running conferences and writing news items to provide advice and support on their promotion; produce public facing corporate-style publications. Develop a process to deal with and respond to freedom of information requests.

Working closely with the Bennett Institute of Public Policy, increase public awareness and understanding of how science informs public policy, organise public events, contribute to events, and develop projects to engage the University’s research community.

Be responsible for quality assurance. Maintain accurate, regular and up-to-date analyses of the website and online activities, preparing web usage statistical reports in order to inform strategy. Manage the reporting of analytics for social media channels, collaborate with and assist external suppliers eg feature writers, to assess the success of these projects/pieces of work.

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:

- Degree level qualification in relevant subject/Level 6 vocational qualification or equivalent experience.
- Experience of a broad range of communications disciplines eg media, reputation management, stakeholder liaison etc.
- Experience of communicating complex information to a diverse audience.
- Experience of organising public engagement events/activities.
- Excellent planning and organisational skills.
- Excellent interpersonal skills with ability to build effective relationships with internal and external stakeholders at all levels.
- Ability to use web content management systems.
- Excellent writing, editing, and proofreading skills.
- Proficiency in the use of the Adobe Creative Suite (including Photoshop, Audition and Premier Pro).
- Ability to design and produce engaging, high quality visual, audio, and video content.

Benefits

This is a full-time position working 37 hours per week. There will be 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 £30,942 - £40,322 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 20 June 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.