JOB TITLE: CCI COLLABORATIONS AND ENGAGEMENT MANAGER (TEMPORARY COVER)

REPORTS TO: CCI EXECUTIVE DIRECTOR

Background

As a strategic collaboration between 10 partners, the Cambridge Conservation Initiative (CCI) depends on strong relationships between these partner organisations. The CCI Collaborations and Engagement Manager is responsible for fostering the collaborative culture within CCI, which ultimately gives rise to the collaborative projects that seek to fulfil CCI’s mission.

The post holder works closely with both the CCI Executive Director and CCI Communications and Strategy Development Manager, line manages the CCI Communications Manager and is supported by the CCI Executive Assistant and the CCI Administrator. The role maintains an active relationship with CCI partners, donors, and a wide range of external audiences.

The role

This role facilitates and promotes a collaborative culture across CCI by developing and maintaining a suite of opportunities for individuals to interact, share ideas and generate collaborative projects and activities. The post holder manages CCI’s Collaborative Fund for Conservation.

The David Attenborough Building, CCI’s campus, is a key aspect of the CCI culture, and the Collaborations and Engagement Manager is responsible for ensuring the Building’s collaborative ethos persists into the future, particularly given that COVID lockdowns have temporarily reduced engagement with the Building by the CCI community. The post holder leads CCI’s public engagement work, supports CCI partners to implement the CCI Strategy and assists the Executive Director with fundraising and supporting the development and cohesion of CCI Executive Director’s team.

Main responsibilities

Catalyse the CCI collaborative culture

• Work with the CCI Executive Director, colleagues from the Executive Director’s Office (EDO) and staff from across the CCI partnership to develop, deliver and manage a range of mechanisms to strengthen CCI’s collaborative culture, particularly in response to the impacts of COVID.

• Create and manage opportunities for members of the CCI community to interact across organisations and disciplines, eg through workshops, seminars, informal gatherings and joint training/learning events.

• Develop CCI’s intranet, the Hive, as a powerful tool to support community cohesion.
• Manage, develop and promote the CCI Collaborative Fund for Conservation.
• Work with the Chairs of CCI Council Working Groups to ensure that the activities, outputs and impacts of these groups are maximised, visible and clearly nested within the CCI Strategy.
• Manage CCI’s presence in the David Attenborough Building, with a particular focus on how the Building operates as a space to foster collaboration.
• Manage CCI’s Fellowship and graduate support programmes.
• Develop and implement a framework of measures to monitor and review CCI’s collaborative impact.

Promote CCI collaborations

• Work with the CCI Executive Director to promote CCI’s collaborative activities and the mechanisms through which these are achieved to both internal and external audiences, and seek opportunities to learn from other collaborations in order to strengthen CCI’s work.
• Manage the CCI Communications Manager.
• Ensure that impact arising from collaborative activities is captured and documented, and that the impact and learning from these activities are shared appropriately through CCI’s communications channels.
• Act as first point of contact for external bodies interested in learning about the CCI model, particularly regarding the development of buildings designed to foster collaboration.
• Engage with other collaborations, including across the wider CCI community, to share and receive learning.

Support the implementation of the CCI Strategy

• Work with the CCI Executive Director and EDO colleagues to contribute to the implementation of the CCI Strategy across the CCI community.
• Engage both internal and external audiences in the delivery of CCI collaborative programmes, projects and activities.
• Promote the CCI strategy to key collaborators.
• Develop and support a community of practice across CCI to deliver the CCI Strategy.

Fundraise for collaborative activities

• Work with the CCI Assistant Director – Philanthropy and others to develop concept notes for CCI collaborative activities and support the reporting process for donors.
• Prepare funding applications for CCI collaborative activities to be submitted to a range of potential donors, including trusts, foundations, individual philanthropists, research councils and other institutional funders.
• Prepare reports and communications materials for CCI funders to assist in stewarding relationships with existing CCI donors.
• Provide support to CCI partners in preparing applications to the CCI Collaborative Fund and other potential funding sources.
Develop the cohesion of the EDO

- Work with the Executive Director and EDO colleagues to foster and support the CCI EDO team, promoting cross-programme sharing and learning, and supporting Team development.
- Identify training and development needs for the EDO team as a whole.
- Develop and implement team building initiatives for the EDO.

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 of supporting networks and facilitating collaborations.
- Some experience of independent information gathering and synthesis.
- Experience of line managing staff and facilitating effective team working.
- Good knowledge of international conservation and environmental issues and ideas.
- Familiarity with the Cambridge Conservation Initiative partners and their collaborative programmes.
- Outstanding networking skills and proven ability to be an effective catalyst.
- Proven ability to catalyse collaboration across disciplines and between researchers, practitioners and decision makers.
- Ability to nurture and foster essential relationships and partnerships with collaborators and potential funders.
- Excellent all-round communication skills, including enthusiastic and efficient oral and writing abilities.
- Good working knowledge of latest communications technologies, including up-to-date experience of electronic media.
- Educated to degree level or equivalent in relevant subject.
- Relevant postgraduate qualifications.
- Self-motivated, able to multi-task and with a track record of delivering to tight deadlines without compromising on quality.
- Experience of fundraising and promoting complex ideas to a wide range of audiences (Desirable).

Benefits

This is a part-time position working 29.6 hours per week. There will be a six-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays (pro-rata for part-time). The full-time equivalent salary is in the range £42,149-£53,348 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 March 2022.**

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.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.
We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact hr@jbs.cam.ac.uk.