

JOB TITLE: POLICY FELLOWSHIPS COORDINATOR (FIXED TERM)

REPORTS TO: POLICY FELLOWSHIPS MANAGER

Background

The Centre for Science and Policy (CSaP) builds connections between researchers and policy makers in the UK and internationally in its mission to support evidence-informed policy making. CSaP's Policy Leaders Fellowship (PLF) programme is a unique initiative, which provides the most senior policy professionals in the UK civil service access to research and academic expertise. Launched in 2013 its discussions focus on the need for long-term thinking, the value of evidence, and fresh perspectives on key challenges.

The role

The Policy Fellowships Coordinator is responsible for organising a number of Policy Fellowship programmes, as well as providing a consistent and high-level service to all Policy Fellows, sending regular communications, carrying out evaluations and meeting Fellows' expectations of the professional development opportunities offered by CSaP. The Policy Fellowships programme is CSaP's core activity and generates approximately £250,000 per annum.

The role holder will play an essential part in recruiting around 80 Policy Fellows per year and will organise their structured programmes of meetings at the University of Cambridge. Policy Fellows are typically mid to senior level civil servants, or policy professionals working in industry or civil society organisations.

The Policy Fellowship Coordinator will also contribute to a series of other projects, in particular the Continuing Fellowship Programme for Policy Fellow alumni, the international Populist Backlash, Democratic Backsliding, and the Crisis of the Rule of Law in the European Union (POPBACK) Fellowship and the Capabilities in Academic Policy Engagement (CAPE) Project, in collaboration with four other UK universities.

Main responsibilities

Policy Fellow visits

- Research academics and invite them to meet with Policy Fellows.
- Meet with Policy Fellows for their orientation and wrap-up meetings.
- Co-ordinate Policy Fellows' visits to Cambridge (including accommodation and catering).

Relationship management

- Meet Policy Fellows as part of a structured pattern, to help gather feedback about their visits and deliver value to them for their Fellowship.
- Organise surveys at regular intervals with Policy Fellows to monitor impact and to help them get the most out of their Fellowship.
- Use the information gathered for presentations, reports and publications, and to prepare proposals for external bodies eg for funding or contractual purposes.
- Ensure a high level of service is provided at all times to the Policy Fellows Network, offering help and advice when needed.
- Evaluate feedback and offer constructive advice on improving procedure and policy.

Recruitment and election

- Work with CSaP's Directors and Policy Fellowships Manager to promote the Policy Fellowships scheme to UK government departments, local government and business audiences.
- Communicate with prospective applicants.
- Organise necessary documentation for the election panel to review applications on a termly basis.

Financial administration

- Maintain an accurate record of the programme expenses.
- Monitor resources and expenditure against the budget.
- Develop and review financial administration processes as required.
- Process expenses claims from Policy Fellows.
- Prepare Policy Fellowship Proposal Documents and act as first point of contact for queries regarding Fellowship's fees and payment process.

Administrative support

- Provide other administrative support for other CSaP projects as required, including updating stakeholders documents and advertising a new application deadline for other Policy Fellowship initiatives (POPBACK, CAPE) or organising annual events for Continuing Fellows.

Intern supervision

- Assist with the induction and supervision of at least three PhD policy interns per year (on three month secondments to CSaP). Explain procedures and delegate research tasks as appropriate.

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:

- Educated to degree level, or equivalent level of practical experience.
- Client service experience with senior stakeholders.

- Project management experience.
- Administrative experience.
- Experience of evaluating projects.
- Excellent organisational and planning skills.
- Proficiency in Word, Excel, Outlook.
- Accuracy and attention to detail.
- Budget management skills.
- High standard of oral and written communication skills.
- There will be occasional evening events, for which TOIL can be taken.

Desirable:

- Experience of working in a higher education or policy environment.
- The ability to use a customer relationship database.
- Basic updating of web pages.

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 £27,116-£31,406 per annum.

This is a fixed term position. The funds for this post are available until 13 February 2025 in the first instance.

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 15 May 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.