JOB TITLE: RESEARCH ASSOCIATE, CAMBRIDGE DIGITAL ASSETS PROGRAMME (FIXED TERM)

REPORTS TO: DIGITAL ASSETS LEAD

Background

The Cambridge Centre for Alternative Finance (CCAF) is a multi-disciplinary research institute established within Cambridge Judge Business School, University of Cambridge. The CCAF is an internationally renowned centre of excellence, noted for its pioneering market and regulatory research in alternative finance. In addition to its research, the Centre has developed leading initiatives in the regulation of alternative finance, including digital tools, capacity building, and education programmes. These focus on providing an evidence-base for policymakers and regulators to make more informed decisions on alternative finance/FinTech. The Centre works in collaboration with over 150 regulators, central banks, international standard-setting bodies, and other development partners. This includes the UK Financial Conduct Authority, the Inter-American Development Bank, the Organisation for Economic Co-operation and Development (OECD), the Asian Development Bank Institute, the UK Foreign, Commonwealth and Development Office (FCDO), and the World Bank.

Learn more about the Cambridge Centre for Alternative Finance: www.jbs.cam.ac.uk/faculty-research/centres/alternative-finance

The role

As a member of the core CCAF Digital Assets Team, you will take a leading role in managing the day-to-day operations of the Cambridge Digital Assets Programme (CDAP), a unique public-private research initiative undertaken in collaboration with 16 world-leading institutions from the financial and development sectors. You will act as a bridge between the CCAF research team, partnering institutions, and other stakeholders to ensure a continued successful delivery of the programme. This involves coordinating and managing communications and engagement, managing a private digital platform serving as shared collaboration space for all CDAP stakeholders, and exploring collaborations and synergies with other stakeholders and initiatives.

Main responsibilities

Management and organisation

- Manage stakeholder engagement and expectations, in particular with regard to the 16 founding supporter institutions, to ensure a successful delivery of the programme.
- Manage a shared digital workspace to facilitate meaningful interactions between CCAF research staff, guest experts, and support institutions.
• Efficiently allocate programme resources and skills to various tasks and projects, taking into consideration the diverse and changing nature of available resources and corresponding commitments.

• Prepare, organise, and schedule regular meetings, workshops, and other events that involve CCAF research staff, guest experts, and supporter institutions. This includes the drafting of items such as emails, agendas, slides, meeting minutes, polls, and similar.

Communication

• Communicate with all stakeholders and foster a positive relationship with CDAP supporter institutions as their primary point of contact.

• Gather and record feedback/input from stakeholder communications to better understand their interests/needs and to improve overall engagement.

• Support CCAF research team with external engagement if necessary (e.g., media enquiries).

• Report progress of both programme and individual research projects in regular time intervals to CCAF leadership.

Liaising and networking

• Consult with stakeholders to maximise the impact of CDAP and ensure optimal coverage. This may include media engagement such as interviews.

• Build internal and external contacts and participate in networks for the exchange of information and to form relationships for future collaboration.

• Publicly represent CCAF in relevant fora, and among key public and private digital asset stakeholders, including including regulators and supervisors, industry participants, incumbent financial institutions, universities, think tanks, grantees, donors, and other commercial providers. This may include participating and contributing to regulatory and industry conferences, workshops, roundtables, and similar events.

• Support CCAF leadership in the further development of the Centre, and CDAP more specifically, by contributing strategic insights and ideas that are in line with CDAP’s mission.

• Support the development and public dissemination of the CCAF’s programmes, networks, and outputs. This includes developing strong stakeholder relationships and identifying and supporting the development of further funded initiatives.

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.

• Demonstrable operational skills with the ability to effectively manage and organise multiple projects and stakeholders at the same time.

• Excellent verbal and written communication skills, being able to clearly express and present concepts in business English.
• A problem-solving aptitude, demonstrating self-initiative to proactively identify and address issues without the need for extensive guidance or instructions.

• Excellent attention to detail and interpersonal skills, with an ability to empathise and relate to colleagues and partners.

• Experience navigating and resolving challenging situations by assuring that all people feel valued and heard.

• Good knowledge and understanding of digital assets and the blockchain ecosystem, particularly in terms of commonly used jargon that relates to digital financial services, is desirable.

• Proficiency in Microsoft Office and project management software (e.g., Wrike).

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 £33,309-£40,927 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 3 July 2022.

This is a fixed term role until 31 July 2023 in the first instance.
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 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 by email on hr@jbs.cam.ac.uk.