JOB TITLE: RESIDENCIES COORDINATOR (PART-TIME, FIXED-TERM)

REPORTS TO: ENDANGERED LANDSCAPES PROGRAMME DIRECTOR

Background


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 created the Endangered Landscapes Programme (ELP). This programme manages a series of large-scale multi-million-pound landscape restoration projects that combine research, practice, and policy change across Europe. 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 purpose of the Residencies Coordinator is to co-ordinate and manage a series of artist residencies (ELAR) for CCI’s Endangered Landscape Programme with a focus on in situ practice, and in collaboration with the wider arts, science and conservation residency programme at CCI.

Main responsibilities

Manage competitive grant process for residencies

- Manage the publication of the call for proposals.
- Co-ordinate and respond to queries from applicants.
- Review residency applications.
- Work closely with the judges and projects to make decisions on successful applicants.
- Manage the contracting process.
Communication

- Ensure that residencies get the widest possible public coverage, including reaching potential applicants, but also communicating the work of the successful artists and their engagement in the ELP landscapes.
- Take the lead on writing website articles, reaching out to writers and journalists, and invite them to write about the initiatives.

Project support

- Work with landscapes hosting the artists, helping them to maximise their value by providing ideas and advice on how to engage with communities and local, national, and regional media platforms.

Exhibitions, workshops, and events

- Develop exhibitions arising from the residencies, both for physical and online viewing.
- Organise and facilitate workshops and webinars relating to the ELAR, involving artists and grantees.
- Provide assistance to other associated CCI events.

Networking and outreach

- Build links between CCI ELP and other art, science and conservation initiatives that help raise the profile of the in-situ residencies, help build a community of arts practice, and the role a diverse community of arts practitioners can play in reaching new audiences (including potential influencers) across the conservation restoration community.

Fundraising

- Take a proactive role in identifying opportunities for additional funding of residencies in landscapes being restored, as well as for related exhibitions, workshops, and other activities.

Administration

- Manage all aspects of administration of the awards/residencies, including contracting, raising purchase orders, reviewing reports from artists, making payments, and budget management.

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:

- Proven experience of co-ordinating residencies.
- Experience of working as part of a team and working on international programmes.
- Experience of engaging and working with local communities.
- Excellent organisational skills.
- Attention to detail and accuracy.
- Capacity to effectively interact with a multiplicity of stakeholders, at all levels of seniority.
• Ability to nurture and foster essential relationships and partnerships with collaborators, potential funders, and public audiences.
• Self-motivated, able to multi-task and with a track record of delivering to tight deadlines without compromising on quality.
• Excellent communication abilities (oral and written).
• Strong presentation skills.
• Solid and proven writing, editing, and researching skills.
• Basic budgetary skills, with the ability to work within limited resources.
• Strong IT skills, including proficiency in Microsoft Office, social networking tools, and in video-conferencing software.
• Educated to HND/HNC level, level 4/5 vocational qualification or an equivalent level of practical experience.
• Understanding of and commitment to nature conservation, to the links between conservation and arts’ practice, and wider environmental issues would be an advantage.

Benefits

This is a part-time position working 15 hours per week over two days. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays (pro-rata for part-time employees). The full-time equivalent salary will be in the range £27,116-£31,406 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 6 July 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 https://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.