

JOB TITLE: PROGRAMME COORDINATOR (CENTRE FOR SCIENCE AND POLICY)

REPORTS TO: POLICY LEADERS FELLOWSHIP PROGRAMME MANAGER

Background

Are you passionate about the use of science and expertise in policy making? Would you like to join a team organising high-level meetings between academics and policy makers?

The Centre for Science and Policy (CSaP) aims to improve public policy making by creating opportunities for policy professionals and academics to learn from each other. CSaP is administratively anchored in the Cambridge Judge Business School (CJBS), with a remit to work across the University of Cambridge and beyond.

The Programme Coordinator, reporting to the Policy Leaders Fellowship (PLF) Programme Manager, will work with senior stakeholders in CSaP's network across three main areas: the Policy Leaders Fellowship programme, the Horn and Dowling Policy Fellowships, and CSaP's governing bodies.

The role

As Programme Coordinator, you will work with the PLF Programme Manager to identify relevant academics to meet with Fellows and speak at workshops. The role holder will be responsible for all aspects of event planning and delivery for the three Fellowship programmes, maintaining accurate records related to the fellowships and the governance bodies, and providing excellent service to internal and external stakeholders. The role holder will also provide secretariat support to CSaP's governing bodies, as well as staff meetings and committees.

Main responsibilities

- Work with the PLF Programme Manager to plan events and manage delivery for up to 12 fellowship events each year, including responsibility for event management and troubleshooting on the day. Liaise with venues, attendees and stakeholders.
- Collate and ensure accuracy of all online and printed materials for events. Coordinate with CSaP's events team (which organises over 60 events every year) on scheduling, venues and sharing best practices.
- Co-ordinate additional staff and interns as needed for the day of events and work with PLF Programme Manager to provide briefing to staff prior to events.
- Under the direction of the PLF Programme Manager, identify academics to invite to meet with Fellows; co-ordinate invitations and responses, create schedule for Fellows using CSaP's customer relationship management (CRM) system and provide support to participating academics, with particular focus on those new to CSaP's network.

- Act as secretary to weekly and monthly staff meetings, termly Management Committee meetings and twice-yearly Advisory Council meetings.
- Organise meetings (secure venue and catering, send invitations, monitor attendance), prepare and circulate agenda and write minutes, assist with the drafting of documents such as reports and papers, and give advice on matters of policy and procedures as required. Track action items.
- Working with the PLF Programme Manager, ensure a high level of service is provided at all times to the Policy Leaders Fellowship, Horn Fellowship, Dowling Policy Fellowship and governing bodies. This requires regular contact with senior level Fellows, their offices, and academics.
- Support relationship building amongst stakeholders through excellent communication skills, commitment to customer service and diplomacy.
- Work with the Centre Coordinator to manage fellowship programmes' income and expenses, particularly around event planning expenses and fellowship fees and philanthropic donations; monitor invoices and follow correct procedure for procuring services.
- Review processes and develop systems to improve efficient administration of the three Fellowship programmes, the centre's governance bodies and internal staff meetings.
- Maintain accurate records, regularly update the CRM and supporting materials.
- Gather and manipulate data on various aspects of the programmes as required and report as necessary.

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:

- Client service experience with senior stakeholders.
- Proactive approach to problem solving and ability to work independently.
- Excellent oral and written communication and interpersonal skills.
- Excellent organisational skills.
- Accuracy and attention to detail.
- Experienced user of Microsoft Office.
- Educated to HND, HNC, level 4/5 vocational qualifications or equivalent level of practical experience.

Desirable:

- Experience of working in an administrative role in higher education and/or the civil service.
- Event planning and/or customer service experience.
- Minute taking experience.
- Experience in using CRM systems or similar database.

Benefits

This role is available as a full-time position (37.5 hrs/week) for two-years in the first instance. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

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.

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 11 September 2022. Interviews will be held w/c 19 September.

Informal enquiries are welcomed and should be directed to Karri Aston, Policy Leaders Fellowship Programme Manager at k.aston@jbs.cam.ac.uk.

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.