

JOB TITLE: ENGAGEMENT COORDINATOR

REPORTS TO: POLICY ADVISER

Background

The Engagement Coordinator is based at the Centre for Science and Policy (CSaP), which is administratively anchored in the Cambridge Judge Business School (CJBS), with a remit to work across the University of Cambridge and beyond. CSaP's aim is to improve public policy through the more effective use of evidence and expertise by creating opportunities for public policy professionals and academic researchers to learn from each other.

Reporting to the Policy Adviser, the role holder will support the Cambridge Zero Policy Forum, a multidisciplinary community of academics from the University of Cambridge contributing evidence and expertise to public policies for the transition to a sustainable, inclusive, and resilient net zero society. The Forum is Co-Chaired by Professor Emily Shuckburgh (Director of Cambridge Zero), Dr Robert Doubleday (CSaP's Executive Director), and Emily Farnworth (Director of the Centre for Climate Engagement at Hughes Hall).

The Engagement Coordinator will work with the Policy Adviser to plan and deliver a series of policy-relevant events (around 12 a year) and outputs for the Policy Forum, with the aim of connecting policy stakeholders with relevant evidence and expertise to help tackle the climate crisis. The role holder will be responsible for all aspects of event planning and delivery for Policy Forum events (in-person, online and hybrid), including securing venues and catering and monitoring RSVPs. The Engagement Coordinator will lead in preparing communications, such as newsletters, and will be responsible for providing secretariat support for meetings.

The role

The purpose of this new role is to contribute to designing and delivering the activities of the Cambridge Zero Policy Forum, a multidisciplinary community of academics contributing evidence and expertise to public policies for the transition to a sustainable, inclusive, and resilient net zero society. The role holder will use communication and event management skills to design and deliver events and to work with the secretariat to understand climate-related policy needs and how the University of Cambridge's academics can support their work to achieve Net Zero.

Main responsibilities

Events management

- Work with the Policy Adviser to plan and manage the delivery of around 12 Cambridge Zero Policy Forum events each year, including responsibility for event management and troubleshooting on the day.

- Book venue and catering and co-ordinate with venue and catering teams. Send and monitor invitations.
- Ensure accurate communications are prepared for participants and work with the Policy Adviser to prepare briefings for speakers.
- Co-ordinate with CSaP's events team (which organises over 60 events every year) on schedules, venues and sharing best practices. Co-ordinate additional staff, interns, and Cambridge Zero Postgrad Academy students as needed for the day of events.

Secretariat

- Provide secretariat for meetings including weekly Cambridge Zero Policy Forum secretariat meetings; monthly Cambridge Zero and Policy Forum meetings; and bi-monthly Cambridge Zero reporting meetings.
- Work with the Policy Adviser to prepare content for CSaP and Cambridge Zero annual reports, CSaP termly Management Committee meetings and twice-yearly CSaP Advisory Council meetings.

Communications

- Draft content including updates to Policy Forum members.
- Prepare content for the Policy Forum web pages.
- Help recruit and supervise student volunteers to prepare summary notes and reports of events.
- Ensure the Policy Forum webpages, including members and their details, are kept up to date.

Relationship management

- Answer email queries from Policy Forum members and stakeholders, ensuring a responsive, inclusive and high level of service is provided.

Knowledge brokering

- Under the direction of the Policy Adviser and in partnership with the Cambridge Zero Policy Forum secretariat, identify policy needs and how University of Cambridge academics can help respond to them within the scope of the Policy Forum. This will often involve identifying relevant academics and running roundtable discussions.

Cambridge Zero Policy forum witness sessions and report

- Support the Policy Adviser and the rest of the Policy Forum Secretariat to plan and deliver three witness sessions across the academic year 2022-2023.
- Help identify and invite panel members and witnesses.
- Lead on event logistics.

Recruit and support Cambridge Zero Darwin College David MacKay Research Associates

- Help ensure a timely rollout of recruitment of the David MacKay Research Associates.

- Help design the role advert with stakeholders from Cambridge Zero and Darwin College, help organise an interview panel, schedule interviews, book rooms and respond to queries from applicants, with the support of the Policy Adviser.
- Work with the Policy Adviser to support the current cohort of MacKay Research Associates in planning and delivering public engagement events.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to complete an application form demonstrating how your own experience meets these requirements:

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

Desirable:

- Working in an administrative role in higher education and/or the civil service.
- Event planning and/or customer service.
- Minute taking.
- Experience in using a Customer Relationship Management (CRM) system or similar database.

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 of £27,929-£32,348 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 1 December 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.