**Role Summary**

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute within the University of Cambridge helping individuals, major organisations and whole sectors develop leadership and solutions for a sustainable economy.

This exciting role supports CISL’s Corporate Relations and Communications team, which has responsibility for contributing to CISL’s long-term goals by building CISL’s reputation and profile as a global thought leader working with leaders to tackle critical global sustainability challenges. The role will support the team in its effort to position CISL in the market and support long-term growth through professional marketing approaches.

The Communications Project Co-ordinator will provide a critical foundation for the Corporate Relations and Communications team, ensuring the work to support the rest of the organisation runs smoothly. They will achieve this by undertaking a range of administrative, financial, events and project management related duties. The role will report to the Project Manager and other senior staff within the team.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Communications Project Co-ordinator</th>
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<tbody>
<tr>
<td>Grade</td>
<td>4</td>
</tr>
<tr>
<td>Salary range</td>
<td>£22,214 - £25,728</td>
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<tr>
<td>Staff Group</td>
<td>Assistant</td>
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<tr>
<td>Portfolio/ Team</td>
<td>Corporate Relations and Communications</td>
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<tr>
<td>Department / Institution</td>
<td>University of Cambridge Institute for Sustainability Leadership</td>
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Key Responsibilities

This section details, but is not an exhaustive list, of the specific activities or obligations for which we require and hold the role accountable for.

Administration

- Provide administrative and secretarial support to the Project Manager and project committees.
- Research and book team members’ travel arrangements as requested using University approved travel agent and travel insurance service.
- Co-ordinate members’ diaries; assist with setting up and maintaining project archive and other documentation.
- Organise meetings, prepare agendas and other papers and circulate, take minutes and follow up actions.
- Ensure compliance of University and CISL Regulation and Policy.
- Monitor and manage key institutional email inboxes.

Financial administration

- Provide financial administration, including processing of invoices and purchase orders and follow standard project financial administration, ensuring that accurate and appropriate budget coding is maintained.
- Monitor income and expenditure information from the University Finance System to check that accurate and appropriate budget coding is maintained.
- Produce detailed statements of expenditure against budgets, and liaise with appropriate staff.

Research and analysis

- Collect and collate data (e.g. expenditure, event or meeting attendance), update associated spreadsheets and/or databases and provide statistics or standard reports using existing templates.
- Write and format briefing documents for diverse external audiences for approval by the relevant Programme Manager / Director.

Database management

- Maintain and update the Client Relationship Management (CRM) system.
- Maintain project documentation and records, publicise project activities and events and provide administration support for any such events and activities as required.

Events Support

- Preparation for, and on the ground delivery (as required by the Team) of high level events, webinars, workshops, training and meetings which may take place anywhere in the world.
• Onsite management during events to ensure a seamless delivery, including on site risk assessment and liaison with the project team, external stakeholders, attendees and venue staff as required.

• Make all necessary event arrangements, including booking rooms, co-ordinating travel arrangements where necessary, catering, processing expenses claims, and disseminating information using appropriate media.

• Oversee design and production of event programme and materials for events.

Project Co-ordination

• Act as main point of contact for general project queries.

• Undertake administrative duties in support of the project(s).

• Ensure that the project team are kept informed of project progress and respond to and advise team of any emerging risks.

• Liaise with internal and external individuals and organisations, including funding bodies, to ensure the smooth running of the project.

• Manage all day-to-day correspondence relating to the project.

Person Profile
This section details the knowledge, skills and experience we require for the role.

Education & qualifications
• Educated to at least A Level or NVQ level 3 or equivalent standard or level of relevant practical experience.

Relevant experience
• Experience working in an administrative and/or secretarial role.

• Experience working with Client Relationship Management systems (desirable).

• Experience developing high levels of trust and credibility in relationships with internal and external stakeholders (desirable).

• Experience of managing events across a range of formats (desirable).

Specialist Knowledge, Interpersonal & communication skills
• Excellent administrative and organisation skills, including financial processes such as invoicing and purchase orders.

• Excellent IT skills, including familiarity with project management software, spreadsheets, and editorial software.

• Demonstrable knowledge of facts, principles, processes and general concepts related to Project administration.

• Excellent written and oral communication, including correct grammar, spelling and tone in all written content.
• Structured thinking and excellent time management skills.
• A team player with the ability to work within a small, partially virtual team, often under time pressure.
• Ability to use own initiative to manage competing priorities and to manage the expectations of others in that context.

Additional requirements

• A demonstrable interest in Sustainability and committed to the values that underpin CISL's work.
• Knowledge of University of Cambridge administrative processes would be an advantage (desirable).

Terms and Conditions

Location
CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK

Working pattern
Full time

Hours of work
36.5 hours per week

Length of appointment
Permanent

Probation period
6 months

Annual leave
Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.
3 days exclusive of public holidays must be taken during the period when CISL closes over Christmas to New Year.

Pension eligibility
You will automatically be enrolled to become a member of Cambridge University Assistants' Contributory Pension Scheme (CPS).
Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/.

Retirement age
The University does not operate a retirement age for Assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see http://www.jobs.cam.ac.uk/right/have/).

Application Process

To submit an application for this vacancy, please click on the link in the ‘Apply online’ section of the advert published on the University’s Job Opportunities pages. 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.

If you have any questions about this vacancy or the application process, please contact the CISL Human Resources team at human.resources@cisl.cam.ac.uk

General Information

The University of Cambridge Institute for Sustainability Leadership

The University of Cambridge Institute for Sustainability Leadership (CISL) brings together business, government and academia to find solutions to critical sustainability challenges. Capitalising on the world-class, multidisciplinary strengths of the University of Cambridge, CISL deepens leaders’ insight and understanding through its executive programmes; builds deep, strategic engagement with leadership companies; and creates opportunities for collaborative enquiry and action through its business platforms.

Over 25 years, we have developed a leadership network with more than 7,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff. HRH The Prince of Wales is the Royal Founding Patron of CISL and has inspired and supported many of our initiatives.

Our aim is to help influential individuals, major organisations and whole sectors work more effectively and strategically to address critical sustainability challenges and achieve paradigm shifts. Across complex and connected issues, we help leaders to develop strategies that reconcile profitability and sustainability and to work collaboratively with their peers not only to develop solutions to shared challenges but also catalyse real systems change.

We operate from offices in Cambridge, Brussels and Cape Town and we deliver projects on the ground in Europe, Africa, North and South America, Asia and Australia. CISL has a leadership network with more than 6,000 alumni from leading international organisations.

The University of Cambridge

The University is one of the world’s leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country’s highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow. The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities, which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

The University’s estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.
Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany’s Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University’s make-up.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html which we hope you will find helpful.

**What the University can offer you**

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

**CAMbens employee benefits**

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

**Family-friendly policies**

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees’ work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care. In addition, our Ofsted rated ‘outstanding’ workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

**Your wellbeing**

The University’s Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose.

The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.
Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University’s values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one 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.

We have various diversity networks to help us 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. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carer’s schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.
Information if you have a Disability

The University welcomes applications from individuals with disabilities and 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 http://www.admin.cam.ac.uk/offices/hr/staff/disabled/.

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 the CISL Human Resource, who are responsible for recruitment to this position, on +44 1223 768814 or by email on human.resources@cisl.cam.ac.uk.