Role-specific information

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) builds strategic leadership capacity to tackle global challenges in pursuit of a sustainable world. We do this by catalysing leadership through our business platforms and world-class educational programmes, both informed by research from the University of Cambridge and elsewhere.

CISL has a strong focus on the finance sector. Our Sustainable Finance team works with groups of leading firms in the global investment, banking and insurance industries (through the Investment Leaders Group, Banking Environment Initiative and ClimateWise group respectively) on challenges such as long-term value creation, financing sustainable food supply chains and the role of regulation in supporting resilience to sustainability risks.

This new role in the Sustainable Finance team involves supporting a dynamic team across a range of projects within the Banking and Investment platforms. The role will provide a critical foundation for the rest of the team, ensuring work runs smoothly. The focus of the role will be primarily to ensure administrative, procedural and contractual obligations across the Banking and Investment platforms are met.

Projects being supported will include, among others:

- Embedding long-termism in asset manager mandates;
- Measurement of investment impact and alignment with UN Sustainable Development Goals;
- Sustainable trade finance;
- Fintech for sustainability.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Coordinator</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>
</tr>
<tr>
<td>Portfolio</td>
<td>Sustainable Finance</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.

Project Coordination

- Act as main point of contact for general project queries.
- Undertake administrative duties in support of the project(s).
- Coordinate a range of ongoing projects at any one time to maximise synergies between projects, to avoid overlaps, to review progress against targets and to propose amendments and revisions to strategies as appropriate.
- Ensure that the project team are kept informed of project progress and responding to and advising the team of any emerging risks.
- Liaise with internal and external individuals and organisations, including funding bodies, to ensure the smooth running of the project, deal with all day-to-day correspondence relating to the project.
- Maintain project documentation and records.
- Convene preparatory meetings with contributors or key stakeholders.

Administration

- Provide administrative and secretarial support to the Project Manager and project committees.
- Research and book project team members’ travel arrangements as requested using the University approved travel agent and travel insurance service.
- Coordinate team members’ diaries and organise meetings, prepare agendas and other papers and circulate, take minutes and follow up actions.
- Assist with setting up and maintaining of project archives and other documentation.
- Maintain and update the Client Relationship Management (CRM) system and project databases.
- Ensure compliance of University and CISL Regulation and Policy.

Financial administration

- Provide financial administration, including processing of invoices and purchase orders and follow standard project financial administration. Ensure that accurate and appropriate budget coding is maintained and liaise with appropriate staff.
- Monitor income and expenditure information from 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, provide statistics or standard reports using existing templates.
- Support the Project team by writing and formatting briefs and reports for diverse internal and external audiences.

### Events Support

- Support the team in the preparation for, and delivery of, high level events such as conferences, workshops, training sessions and meetings, which may take place both nationally and internationally.
- Make all necessary arrangements including space bookings, coordination of travel arrangements, catering and liaison with suppliers. Deal with expense claims and invoicing, and disseminate event information using appropriate communication channels.
- Support 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.
- Publicise project activities and events and provide administration support for any such events and activities, including overseeing design and production of event programme and materials for events and other duties as required.

### Person Profile

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

<table>
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<tr>
<th>Education &amp; qualifications</th>
<th>Educated to at least A Level or NVQ level 3 or equivalent standard or level of relevant practical experience.</th>
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</table>
| Specialist knowledge & skills | Excellent administrative and organisation skills, including financial processes such as invoicing and purchase orders.  
Excellent IT skills to include familiarity with project management software, spreadsheets, and editorial software.  
Demonstrate knowledge of facts, principles, processes and general concepts related to Project Administration. |
| Interpersonal & communication skills | Strong written and verbal communication skills, with a high standard of attention to detail.  
Excellent organisational skills, punctual, consistent and dependable.  
Structured thinking and time management skills.  
Team player suited to working within a small, partially virtual, team. |
Ability to work under time pressure, using own initiative to manage competing priorities and to manage the expectations of others in that context.

Ability to develop high levels of trust and credibility in relationships with internal and external stakeholders from both the finance sector and academic backgrounds.

- Experience working in an administrative and/or secretarial role.
- Experience working with Client Relationship Management systems (desirable).

**Relevant experience**

- Experience developing high levels of trust and credibility in relationships with internal and external stakeholders from both the finance sector and academic backgrounds (desirable).
- Experience of managing events across a range of formats, e.g. conferences, workshops, roundtable meetings (desirable).

**Additional requirements**

- Knowledge of University of Cambridge administrative processes would be an advantage.
- An demonstrable interest in Sustainability and committed to the values that underpin CISL’s work

**Terms and Conditions**

**Location**

University of Cambridge Institute for Sustainability Leadership
1 Trumpington Street, Cambridge, CB2 1QA, UK

**Working pattern**

Full time

**Hours of work**

36.5

**Length of appointment**

Permanent

**Probation period**

6 months

**Annual leave**

Full time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays. Paid holiday entitlement will increase by one day after nine years' unbroken service and thereafter by one additional day for each period of three years' unbroken service up to a maximum of four additional days after eighteen years' service.

**Pension eligibility**

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/](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.

The closing date for applications is 18 March 2018. If you have any questions about this vacancy or the application process, please contact CISL human resources team at human.resources@cisl.cam.ac.uk

General Information

The University of Cambridge Institute for Sustainability Leadership (UK)

CISL builds strategic leadership capacity to tackle critical global challenges. For a quarter of a century, we have brought leaders together to acquire new knowledge and understanding, to gain fresh perspectives, and to share insights into tackling the complex and interconnected set of social and environmental challenges faced by society.

We contribute to the University of Cambridge's leadership position in the field of sustainability via a portfolio of executive programmes, business platforms and strategic engagement, informed by world-class thinking and research from the University and other partners. Our leadership network consists of more than 5,000 alumni from leading global organisations and an expert team of Fellows, Senior Associates and staff.

CISL is an institution within the University’s School of Technology. HRH The Prince of Wales is the Patron of CISL and we are a member of The Prince’s Charities, a group of not-for-profit organisations of which His Royal Highness is President.

The University of Cambridge

The University of Cambridge is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.
There is much more information about the University at [http://www.cam.ac.uk/univ/works/index.html](http://www.cam.ac.uk/univ/works/index.html) which we hope you will find helpful.

**What the University can offer you**

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

  We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

  We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service ([http://www.accommodation.cam.ac.uk/](http://www.accommodation.cam.ac.uk/)) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

  If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
  - A wide-range of training courses and online learning packages.
  - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
  - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
  - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
  - Reduced staff fees for University of Cambridge graduate courses.
  - The opportunity to attend lectures and seminars held by University departments and institutions.
  - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.
You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits. A range of information about living and working in Cambridge is also available to you within the University’s web pages at http://www.jobs.cam.ac.uk/ and http://www.hr.admin.cam.ac.uk/hr-staff/information-staff.

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 carers 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, CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68812 or by email on human.resources@cisl.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.