Further Information

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) is a globally influential institute, within the University of Cambridge, developing leadership and solutions for a sustainable economy.

This is a new and exciting role within the Natural Capital team. Natural Capital is a small, dynamic and fast-paced team that engages with a global network of companies to determine how business can sustain the natural world and its resources through its strategies and operating practices.

The role includes working with companies to help them understand their impacts and dependencies on soil, water and biodiversity, and identify how to measure and manage them effectively. The role will involve facilitating groups of businesses working to explore and expand their capabilities to address resource degradation through commercially viable strategies. The role-holder will develop new commercial leads, identify fundraising opportunities and write bids as new prospects are developed.

The role will contribute to the Natural Capital Impact Group and other key partnerships including engaging with academics from the University Cambridge and internationally recognised researchers. The role-holder is expected to act with a high level of independence and to work proactively, using own initiative.
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.

Managing Programme Development, Delivery and Evaluation

- Manages the development of a portfolio of programmes using expertise in natural capital and ecosystems, and ensuring the delivery of these programmes to high quality standards, meeting commercial needs, on time and within budget.

- Manages the ongoing development of programme content and structure, identifies potential contributors and manages the process of inviting contributors to an event. This includes continuous review of programme content and structure to ensure that a programme, once designed, remains relevant and appropriate in its delivery.

- Creates for approval, and monitors budgets for programmes within their portfolio as part of the development and/or delivery process, and accounts to project directors for variances, or draws to the attention of others where their action may have a significant effect on the financial position of a programme.

- Manages the CISL project team responsible for marketing and delivering each programme within their portfolio.

Relationship Management

- Develops new and existing commercial and research based relationships in order to extend the scope of current programmes.

Marketing and Corporate Relations

- Is part of the team responsible for the development of CISL’s marketing and corporate relations strategy.

- Commissions, reviews and approves (with reference to Programme Director as appropriate) marketing and communications strategies for own programmes, monitors progress and ensures delivery.

- Occasionally undertakes direct responsibility for specific client relationships, where a relationship requires more senior handling, and greater depth of understanding of CISL’s programmes than marketing team members are able to provide.

- Represents CISL where appropriate, through participation in external events and meetings to raise the profile of CISL and its products and services.

- Initiates and develops external contacts to support CISL’s strategic objectives.

- Initiates and develops contacts within the University to support CISL’s strategic objectives.

Producing Reports and Publications
• Manages the production of programme reports and publications that make complex content accessible to a wide range of audiences.

**Business Development and Fundraising**

• Takes initiative to actively seek out potential funding opportunities.

• Develops sponsorship and fundraising strategies and proposals to support new and existing programmes within a portfolio. Occasionally takes responsibility for implementing the strategy and manages selected key sponsorship relationships.

• Assists in the preparation of bids and proposals to secure new business and research funding.

• Develops and/or maintains an understanding of relevant market sectors and subject areas to ensure CISL’s existing programmes remain current.

• Designs and conducts in consultation with the Directors product and process Research and Development in appropriate areas.

• Draws on their experience of managing CISL’s existing programmes to support Development Directors in their development of new programmes.

• The role-holder may be responsible for the development of a new programme where the programme is an adaptation of an existing model.

• The role-holder may be responsible for the development of a new project where the project is a sub-element of an existing programme.

**Processes, Procedures and Systems**

• Contributes towards the development of CISL’s financial management and reporting systems as required.

• Contributes to the staffing strategy for relevant project teams within CISL.

• Undertakes responsibility for developing specific CISL-wide strategies and systems, e.g. corporate relationship management system, project evaluation system, ‘productisation’ of existing offer.

• Ensures compliance with established financial management systems within own areas of operation.

• Delivers an agreed area on the business plan, accountable to Programme Directors.

• Accountable to Project Directors for variations in financial and management information reports (budgets v actual).

• Complies with National, University and CISL Health and Safety and Environmental regulations and policy.
### Person Profile

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

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<th><strong>Education &amp; qualifications</strong></th>
<th>A degree in a relevant field/academic background or equivalent professional experience.</th>
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<tr>
<td>• Expertise in natural capital, ecosystems and other sustainability issues, and how these affect business.</td>
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<td>• Experience of the commercial realities of investing in natural capital within corporate operations. Demonstrating a sound understanding of corporate supply chains and technical consideration of their impacts and dependencies upon the natural environment.</td>
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<th><strong>Relevant experience</strong></th>
<th>Experience of working closely with senior stakeholders including business leaders.</th>
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<tr>
<td>• Previous project management experience and skills, including financial planning and bid writing, with experience of developing, maintaining and delivering against budgets.</td>
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<td>• Proven success in identifying new funding sources and supporting funding applications.</td>
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<th><strong>Interpersonal &amp; communication skills</strong></th>
<th>Confident facilitator and excellent communicator, with strong written and verbal communication skills.</th>
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<td>• Experience of working as part of a project team and networking widely with a range of stakeholders.</td>
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<td>• Ability to make complex content accessible to a wide range of audiences.</td>
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<td>• Ability to think strategically with good analytical skills with high standard of attention to detail.</td>
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<td>• Ability to work using own initiative, be flexible and manage competing priorities, and to manage others in that context.</td>
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<th><strong>Additional requirements</strong></th>
<th>A demonstrable interest in Sustainability and committed to the values that underpin CISL’s work.</th>
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<td>• Experience of event management (desirable)</td>
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## Terms and Conditions

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

### Working pattern and hours of work
Your employment is full time, approximately 37 hours per week. There are no formal conditions relating to hours and times of work but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution.

### Length of appointment
Permanent

### Probation period
9 months

### Annual leave
Full time employees are entitled to annual paid leave of 33 days, plus 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 USS (Universities Superannuation Scheme). For further information please visit: www.pensions.admin.cam.ac.uk/

### Retirement age
The University does not operate a retirement age for Unestablished Academic Related 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 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 excellent, 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, has inspired, and supported many of our initiatives.

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 in financial support.

The 31 Colleges are self-governing, separate legal entities that 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](http://www.cam.ac.uk/univ/works/index.html) that 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 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 donate 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](http://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/](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, CISL Human Resource, who are responsible for recruitment to this position, on +44 12237 68814 or by email on human.resources@cisl.cam.ac.uk.