Further Information

<table>
<thead>
<tr>
<th>Job title</th>
<th>Project Coordinator</th>
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<tr>
<td>Team</td>
<td>Policy</td>
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<tr>
<td>Organisation</td>
<td>Cambridge Institute for Sustainability Leadership (Belgium)</td>
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Role-specific information

Role Summary

The University of Cambridge Institute for Sustainability Leadership (CISL) works to build the leadership capacity necessary to tackle critical global challenges. CISL has a subsidiary branch based in Brussels, known as Cambridge Institute for Sustainability Leadership (Belgium).

The Policy Team, based in Brussels, works at the EU and international levels to deliver influential projects that include The Prince of Wales’s Corporate Leaders Group (CLG) (a founding member of the We Mean Business Coalition) and the EU Green Growth Platform. The team plan for international expansion of their work. The team’s mission is to bring business leaders and policy makers together to accelerate action on climate and sustainability issues, by drawing on business experience and thought leadership from the University of Cambridge and other experts to inform the debate and influence the speed and direction of policy.

The purpose of this role is to provide complete administrative support to the project team in order to support the effective and efficient management and delivery of the team’s strategy. The successful candidate will support a dynamic team across a range of projects within the Brussels based Policy Team. The role will provide a critical foundation for the rest of the team, ensuring work runs smoothly.

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**

- Acts as the main point of contact for general project queries.
- Uses project management tools to track and monitor major projects, chasing reports and progress and following the critical path of major projects to alert the Programme Manager to short-falls and risks.
- Liaises with internal and external individuals and organisations, including funding bodies, to ensure the smooth running of the project. Deals with all day-to-day correspondence relating to the project.
- Collects, analyses, records and distributes (as appropriate) information relating to the market.
• Conducts research tasks, as assigned, including logistical research, due diligence and stakeholder interviews.

• Conducts marketing and communication tasks as required by managers.

• Liaises with external contacts as well as contacts within CISL’s UK Offices; in writing, by telephone and face to face.

• Publicises project activities and events, providing administration support for any such events and activities as required which includes identifying and booking venues, contacting and coordinating speakers, agendas, catering etc.

Administration and Office Support

• Undertakes administrative/ secretarial duties to support the Director of Policy and the team.

• Filters and manages incoming communications and enquiries.

• Researches and books project team members’ travel arrangements as requested.

• Manages and coordinates team members’ diaries.

• Organises meetings and events including but not limited to: booking speakers; coordinating participation of key stakeholders; organising travel, accommodation and catering; preparing agendas and other papers to circulate; taking minutes and follow up actions.

• Assists the Company Secretary in setting up the annual Board Meeting and AGM.

• Assists the team with recruitment administration.

• Arranges team meetings and training events.

• Provides proof-reading, editing and publishing support to colleagues.

• Performs general office management duties e.g. ordering office supplies, acting as the primary contact for suppliers.

Financial Administration

• Provides financial administration support to the team and office.

• Reviews staff monthly credit card statements and expenses following guidance provided and obtaining authorisation from the Company Director.

• Monitors income and expenditure information to check that accurate and appropriate budget coding is maintained. Produces detailed statements of expenditure against budgets and liaises with Programme Managers with regards to operational elements of budgets.

• Prepares purchase orders for approval by senior members of the team.

• Manages Petty Cash.
## Data and Documentation management

- Enters contact details on departmental database, maintains the Policy Team section of database, and ensures details are regularly updated.
- Implements and maintains administrative systems for assigned projects.
- Assists with setting up and maintaining project archive and other documentation.
- Complies with, contributes to the development of, and implements management, financial, academic and operational quality control systems and procedures as appropriate.

## Person Profile

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

### Education & qualifications

- Educated to at least A Level standard or Certificate of Higher Secondary Education or equivalent level of practical experience

### Specialist knowledge & skills

- Excellent IT skills to include familiarity with databases, spreadsheets, and editorial software.
- Demonstrate knowledge of facts, principles, processes and general concepts related to Project Administration.
- Confidence in monitoring the financial aspects of ongoing projects (Desirable).
- Understanding of the drivers of business (Desirable).
- Understanding of policy making (Desirable).
- Research skills (Desirable).

### Interpersonal & communication skills

- Excellent communication & interpersonal skills.
- Excellent organisational skills.

### Relevant experience

- Experience working in an administrative/secretarial role.
- Experience of planning events (Desirable).
- Previous experience of working within a project team (Desirable).
### Additional requirements
- High proficiency in English and French (Essential).
- Some knowledge and sympathy with the principles of Sustainable Development (Desirable).

### Terms and Conditions

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<tr>
<th>Location</th>
<th>CISL Belgium, The Periclès Building, Rue de la Science 23, 1040 Brussels.</th>
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<tbody>
<tr>
<td>Working pattern</td>
<td>Monday - Friday</td>
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<tr>
<td>Hours of work</td>
<td>The maximum working time is fixed at 38 hours per week excluding daily meal breaks. An unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.</td>
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<tr>
<td>Length of appointment</td>
<td>Permanent</td>
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<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>25 days (in addition to 10 public holidays)</td>
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<tr>
<td>Pre-employment Check Requirements</td>
<td>Evidence of right to work in Belgium</td>
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### Application Process

To submit an application for this vacancy, please upload your Curriculum Vitae (CV) and a covering letter via the “Apply” link on the position advertisement found on the Cambridge Institute for Sustainability Leadership Jobs page - [https://www.cisl.cam.ac.uk/about/people/jobs](https://www.cisl.cam.ac.uk/about/people/jobs)

The closing date for applications is 11 March 2018.

### General Information

#### Cambridge Institute for Sustainability Leadership (Belgium)

This Project Coordinator post will sit within the Policy Team based in our Brussels office. Cambridge Institute for Sustainability Leadership (Belgium) is a subsidiary branch of the University of Cambridge Institute for Sustainability Leadership.

The Brussels office was opened in 2009. The office supports CISL programmes by bringing European expertise to our European and international projects. The team also work on bringing CISL's expertise and network of leaders to European policymakers. In addition, the EU office supports CISL by contributing to a range of customised programmes.
Our work

The Prince of Wales’s Corporate Leaders Group

The Prince of Wales’s Corporate Leaders Group (CLG) is a select group of European business leaders working together under the patronage of His Royal Highness The Prince of Wales to advocate solutions on climate change to policymakers and business peers within the EU and globally. The CLG is jointly run out of the Cambridge and Brussels offices.

Green Growth Platform

The University of Cambridge Institute for Sustainability Leadership and the Corporate Leaders Group provide the strategic leadership of the Green Growth Platform. The Platform brings together three distinct Green Growth Groups: Ministerial, Business and Parliamentary. The Platform seeks to explore, promote and pursue the economic opportunities that EU low carbon ambition can offer, providing political momentum and policy insights.

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.

Equity and Diversity

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.

CISL 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.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require. 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 would like to discuss any special arrangements connected with a disability, please contact the HR team by calling +44 1223768814 or by email at human.resources@cisl.cam.ac.uk.