Role-specific 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 new and stimulating role sits within the growing Natural Capital team. This 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 their strategies and operating practices.

The role involves supporting a team who works 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 assisting with project planning and project communications. The role-holder will help with event management including helping to ensure the professional running of meetings and conferences.

The role will contribute to the Natural Capital Impact Group and other key partnerships with businesses, academics, policy makers and NGOs. The role-holder is expected to act with a high level of independence and to work proactively, using own initiative.

The role holder will be line managed by the Project Manager, Natural Capital.
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.

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 by 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 Natural Capital team and project meetings.
- Research and book 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.

Education & qualifications

- Educated to at least A Level or NVQ level 3 or equivalent standard or level of relevant practical experience.

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.
Further Information, Project Coordinator Natural Capital

- Structured thinking and time management skills.
- Team player suited to working within a small, fast-paced 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 Government, private industry and academic backgrounds.

Experience

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

<table>
<thead>
<tr>
<th>Location</th>
<th>CISL Cambridge, 1 Trumpington street, Cambridge, CB2 1QA, UK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>Full time</td>
</tr>
<tr>
<td>Hours of work</td>
<td>36.5 hours per week</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation period</td>
<td>6 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>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.</td>
</tr>
<tr>
<td>Pension eligibility</td>
<td>You will automatically be enrolled to become a member of Cambridge University Assistants' Contributory Pension Scheme (CPS). Pension scheme details are available at <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
</tr>
<tr>
<td>Retirement age</td>
<td>The University does not operate a retirement age for Assistant staff.</td>
</tr>
</tbody>
</table>

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.

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) is a globally influential Institute developing leadership and solutions for a sustainable economy. Through leadership and collaboration between business, government and finance institutions, we believe the economy can be ‘rewired’ to deliver positive outcomes for people and the environment.

We support this by:

- Building the leadership capacity of individuals
- Developing the capability of organisations
- Facilitating collaboration and dialogue across conventional boundaries
- Catalysing innovation and solutions
- Building the evidence base for action

Each year we work with business, government and finance leaders in over 250 organisations and more than 1,200 individuals complete one of our graduate or executive programmes. We have a leadership network of over 8,000 senior leaders and practitioners from business, government and civil society who have an impact in every sector and on every continent. Their experience and insights shape our work, which is underpinned by multidisciplinary academic research.

Our activities span the breadth of sustainable development, with particular focus on six key areas critical to the transition to a sustainable economy:

1. **Sustainable finance** – How can we create a finance system that rewards long-term thinking?
2. **Economic innovation** – How will industries, jobs and markets evolve, and how should public policy and business ensure economic development is inclusive and sustainable?
3. **Inclusive development** – How can companies become agents of improved health and livelihoods, whilst providing more equitable access to income and opportunity?
4. **Natural capital** – How can companies sustain the natural world and its resources through their strategies and operating practices?
5. **Future cities** – How can cities develop vibrant communities of healthy people, supported by clean, green energy, food, water and transportation systems?
6. **Leadership** - How can individual and organisational leaders shape the economy to deliver positive sustainability outcomes, whilst ensuring successful and resilient organisations?

We operate across UK and Europe, sub-Saharan Africa, Latin America, Asia and the Middle East – with offices in Cambridge, Brussels and Cape Town, and delivery partners in Beijing and Melbourne. HRH The Prince of Wales is our Royal Founding Patron and 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 an excellent 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 in both widening access and 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 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 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.

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 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 12237 68814 or by email on
human.resources@cisl.cam.ac.uk.