

JOB TITLE: CCI COLLABORATIONS AND EVENTS COORDINATOR

REPORTS TO: CCI HEAD OF COLLABORATIONS AND ENGAGEMENT

Background

The Cambridge Conservation Initiative (CCI) is a unique partnership between leaders in biodiversity conservation and restoration from across the University of Cambridge and ten internationally renowned conservation organisations (BirdLife International, British Trust for Ornithology, Cambridge Conservation Forum, Fauna & Flora, International Union for the Conservation of Nature, Royal Society for the Protection of Birds, Traffic International, Tropical Biology Association, Wildlife Conservation Society and the United Nations Environment Programme-World Conservation Monitoring Centre). CCI partners work together and with others to conserve and restore life on Earth, towards a diverse world in which nature and people thrive. Through distinctive interdisciplinary work and by catalysing synergies between leaders in research, education, policy and practice, CCI aims to transform international biodiversity conservation, while also providing leadership on biodiversity and nature within the University's wider sustainability strategies.

Collaborations are at the heart of CCI's operating model. The CCI Executive Director's Office works to foster collaborations between the CCI partners to deliver impact for biodiversity conservation. Approaching the mid-point of its 2020-2030 Strategy and with a new Executive Director, CCI is embarking on a new phase of growing its ambition, including around CCI's contribution to wider global challenges, debates and opportunities.

One such collaboration is the Endangered Landscapes & Seascapes Programme (ELSP), which aims to restore natural ecological processes, species populations, and habitats across Europe's degraded landscapes. It is doing this by developing and funding a portfolio of large-scale multi-million-pound landscape restoration projects that combine research, practice, and policy change. An objective of the ELSP is to amplify its impact by sharing outcomes at events and convening stakeholders around themes relevant to restoring Europe's ecosystems.

The role

The CCI Collaborations and Events Coordinator is a new full-time role, working alongside colleagues within the CCI Executive Director's Office to support extant, and catalyse new, collaborations among CCI partners, and with relevant wider stakeholders. The role holder will be responsible for delivering regular CCI events (including those of the ELSP), both as a means of fostering collaborations and to raise CCI's profile. The role holder will report to the CCI Head of Collaborations and Engagement and will work closely with other members of the CCI executive team, especially the Director of the Endangered Landscapes & Seascapes Programme, as well as cultivating strong and positive relationships across the CCI community and beyond.

This role will foster collaborations between CCI partners by maintaining and developing collaborative tools, mechanisms and events for staff across the CCI partners. The role holder will ensure that all CCI partner staff are aware of collaborative opportunities and are able to collaborate in a fair and equitable manner. The collaborations catalysed by the role holder will contribute towards CCI's mission of the CCI partners working together and with others to conserve and restore life on Earth. Developing and delivering ELSP events will be a significant part of this agenda, and will include outward looking relationships, working with CCI partners to leverage CCI's convening power.

Main responsibilities

Support CCI collaborations

- Foster new collaborations in alignment with the CCI Strategy with key stakeholders amongst CCI partners, with wider departments and groups in the University of Cambridge, and internationally
- Maintain and grow CCI's existing portfolio of collaborations
- Work with CCI groups, including Working Groups, Task Teams and Communities of Practice, in order to maintain momentum of collaborative endeavours
- Work with the Head of Collaborations and Engagement to support the development of new groups as required
- Develop tools and mechanisms to catalyse collaborations among the CCI partners and other stakeholders
- Develop and maintain new tools, mechanisms and opportunities for collaboration between the CCI partners and broader networks.

Organise internal and externally-facing events

- Coordinate and manage events, including those of the ELSP, including finding dates and supporting the identification of participants
- Support CCI partners to plan, deliver and follow up on events, including those funded through the ELSP
- Promote events as required
- Send and monitor invitations
- Ensure accurate communications are prepared for participants

Support CCI communications around collaborations and events

- Work with CCI communications colleagues (including the ELSP communications team) to develop and implement communications and impact plans for CCI and ELSP events, share event outputs in a timely manner through the appropriate channels, including social media, the CCI and ELSP websites and the CCI intranet
- Coordinate and supervise delivery of fresh, relevant and regular content relating to CCI collaborations and events for the CCI website, CCI's social media channels and the CCI intranet (the

Hive), liaising with central CCI communications colleagues and those in partner/collaborator organisations as appropriate

Develop ways of measuring and communicating collaborative impact

- Support the development of means to measure the impact of collaborations
- Work with CCI communications staff to communicate CCI's collaborative impact

The person

The ideal candidate should have the following qualities, skills, and attributes:

- Degree level/Level 6 vocational qualifications or equivalent level of practical experience
- Experience of working with a diversity of stakeholders
- Experience of bringing people and organisations together across institutional boundaries
- Experience of event organisation and delivery
- Track record of writing and publishing communications content
- Excellent all-round communication skills, including enthusiastic and efficient oral and writing abilities
- Ability to ensure that all stakeholders have equal access to opportunities, being particularly aware to social and cultural sensitivities
- Ability to nurture and foster respectful, sensitive and trusting relationships and partnerships with collaborators and public audiences
- Excellent ability to operate with professionalism under pressure
- Outstanding networking skills
- Ability to synthesize complex discussions and ideas and write compelling pieces
- Strong IT skills
- Self-motivated, proactive, able to take initiative and to multi-task and with a track record of delivering to tight deadlines without compromising on quality
- Personable and engaging, with the ability to make people feel welcome and at ease
- Ability to multi-task and work independently

Benefits

This is a fixed term full-time position working 37.5 hours per week for 2 years in the first instance. There will be a 6-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £32,332- £38,205 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. 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 Wednesday 6 November 2024. Interviews will be held in the week commencing 18 November.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than 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.

The University has various diversity networks which help it to 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.

Information if you have a disability

The University welcomes applications from individuals with disabilities. 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 www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within.

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 hrsupport@jbs.cam.ac.uk.