

JOB TITLE: EVENTS AND COMMUNICATIONS MANAGER, CENTRE FOR SCIENCE AND POLICY (FIXED TERM)

REPORTS TO: HEAD OF PROGRAMMES, CENTRE FOR SCIENCE AND POLICY

Background

The mission of the Centre for Science and Policy (CSaP) is to improve policy making through the more effective use of evidence and expertise. During our 15-year history, we have led the UK in building a core network of 3000 leading researchers and public policy professionals spanning academia and public service with as many again in our communications networks. Growing this network, nurturing engagement and enabling insightful outcomes requires excellent communications.

Our public events programme includes an annual conference at the Royal Society as well as several annual lectures and receptions. The role holder will be responsible for promoting CSaP's mission and services through clear, accurate and compelling communications and high-quality events management.

The purpose of this role is to combine an analytical approach with hands-on management to drive the effectiveness of CSaP's communications and the quality of its events management. The role holder will manage two Events Coordinators and take a personal lead on the Annual Conference, Annual Reception, and the Annual Lecture. The role holder will coach and coordinate communications input from staff and interns. Underlying everything will be a focus on gaining the maximum advantage for CSaP's mission and network from the efficient deployment of resources – every communication and event must take us forward.

MAIN RESPONSIBILITIES

- Design and implement a communications strategy in line with CSaP's mission and key objectives to raise CSaP's profile, develop its network, and increase engagement.
- Manage the events team to maintain and improve the quality and efficiency of delivery, developing the team members and building capability.
- Plan and deliver CSaP's public events including the annual conference, annual reception and annual lecture. Work with CSaP team to develop content for these events, invite speakers and design a strategy to promote the events, raise sponsorship and bring in new audiences. Organise post-event evaluations to ensure they are organised and delivered to a high standard.
- Constantly monitor and evaluate the effectiveness of CSaP's communications strategy and processes. Maintain accurate statistics of website usage, online activities and social media. As far as possible, develop quantitative and semi-quantitative measures of benefits from activities versus the resources deployed.

- Actively seek impactful stories for our website and promotional materials. Create and maintain fresh, engaging content for the website including case studies, news articles, podcasts and blogs to best serve CSaP's mission and network with efficiency and purpose.
- Use social media effectively on Twitter (X), LinkedIn and other appropriate platforms that may emerge, using analysis to gauge the appropriate deployment of resources to serve CSaP's mission and network.
- Build good working relationships with communications colleagues across the University to share information and to increase public awareness and understanding of how science informs public policy.
- Support staff and interns at all levels who are actively involved in communications and events, ensuring activities are relevant to our communications and events strategy. Coach staff on how to write news articles, carry out evaluation, and promote our work.
- Any other duties as required by the Head of Programmes and commensurate with the grade of the post.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements.

- Degree level qualification in relevant subject/Level 6 vocational qualification or equivalent experience.
- Proficient in a broad range of media platforms eg Twitter (X), YouTube, LinkedIn and other digital media platforms.
- Proven experience of communicating complex information to a diverse audience.
- Experience of organising public events.
- Excellent planning and organisational skills.
- Excellent interpersonal skills with ability to build effective relationships with internal and external stakeholders at all levels.
- Experience of supervising or managing people would be advantageous.
- Proficient in Microsoft Office, content management systems, and social media platforms.
- Excellent writing, editing, and proofreading skills.
- Proficient in the use of the Adobe Creative Suite (including Photoshop, Audition and Premier Pro).
- Ability to design and produce engaging, high quality visual, audio, and video content.
- The post holder must be willing to work at events where alcohol is served.
- Team player but also be capable of working on own initiative.

Benefits

This is a full-time position working 37 hours per week. Holiday entitlement is 33 days per annum plus eight days of public holidays. There will be a nine-month probationary period. The salary will be in the range £41,421 - £55,295 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.

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: www.pensions.admin.cam.ac.uk.

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 19 January 2025.

Interviews will take place week commencing 27 January 2025.

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. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 765453 or by email on p.hudson@jbs.cam.ac.uk. Alternatively, applicants can contact enquiries@csap.cam.ac.uk.