

Communications Coordinator

Mastercard Foundation Scholars Program

Academic Division

Closing Date: Sunday 26th May 2024

Job Reference: AK41428



Communications Coordinator

Salary:

£33,966—£44,263

Contract:

Fixed Term until 31st July
2030.

Location:

Central Cambridge

Department:

Mastercard Foundation
Academic Division

Responsible to:

Programme Director of
the Mastercard
Foundation Scholars
Program.

Purpose of the role

To develop and implement an effective multi-channel communications strategy on behalf of the Collaborative and Program in order to raise the profile and impact on program activity to diverse audiences and stakeholders. The role will require engaging with partner institutions on the African continent to promote opportunities and showcase achievements from the Collaborative.

The role holder will design and deliver a comprehensive programme of engagement activities and complementary communications materials.

These engagement opportunities will be strategically managed in order to increase engagement with the Program's scholars strengthen existing relationships, and promote opportunities for alumni to become involved in the Program –in ways that will add value to the Program and help it meet its strategic priorities.

The role holder will additionally work collaboratively with other teams across Collegiate Cambridge (e.g. CUDAR, OEAC, other Colleges / academic schools and institutions, etc.) to develop and deliver communications materials and content targeted to both broad and specific external constituencies.

Key responsibilities

- Responsible for defining key communications aims and objectives and communications messages for the Collaborative and Program. Design and implement communications strategies in line with the key communications objectives and messages of Collaborative and Program, and University as a whole, evaluate and review the strategy to adapt to changing outputs and the wider environment, for example in response to the Foundation's evolving strategic priorities.
- Provide high level editorial support and contribute ideas for content development. Coordinate and supervise delivery of fresh, relevant and regular content for the website, maintain a social media presence, raise the profile of the program, deliver a relevant, content driven web presence, identify opportunities to highlight the research within the University and externally.
- Lead on the program's public engagement. Increase public awareness and understanding, organise open days, contribute to events, develop projects to engage the Departments community.



Communications Coordinator

Key responsibilities continued

- Provide comprehensive operational and administrative support. Facilitate and act as secretary at high level editorial meetings, be responsible for convening meetings, prepare agenda, briefing notes and follow up on action points. Monitor the finances and provide financial reports, build and maintain close working relations with finance, procurement and contracts.
- Build strong working relationships with research infrastructure teams and communications teams in the University. Support staff at all levels to be actively involved in communications, develop the activities of the Department's Communication Working Group, ensure activities fall within the Department's communication strategy. Ensure communications activities are co-ordinated, attend quarterly communications forum meetings to keep abreast with developments.
- Work with others including University of Cambridge press offices to prepare press releases. Develop and maintain links with external media contacts to enhance the external profile and reputation of the program, offer advice to staff to help generate opportunities for media exposure, promote media training opportunities to staff, provide advice on media handling.
- Coordinate the advertising and promotion of the Department through seminars and other activities. Work with staff who are running conferences to provide advice and support on their promotion, produce public facing corporate publications for the Unit/department. Develop a process to deal with and respond to freedom of information requests.
- Be responsible for quality assurance. Maintain accurate, regular and up-to-date analyses of Departmental websites and online activities, prepare web usage statistical reports in order to inform strategy. Manage the reporting of analytics for social media channels, collaborate with and assist external suppliers e.g. feature writers, to assess the success of these projects/pieces of work.
- Manage the content for the Department's website. Ensure content is up to date, work with the Head of Communications and web specialist to deliver site improvements and innovations, provide training for the devolution of site content to individuals across the Department. Manage the Unit's social media accounts (Twitter, Facebook, Linked-in) and develop social media and multimedia approaches.



Person specification

	Essential	Desirable
Experience		
Experience of a broad range of communications disciplines e.g. media, reputation management, stakeholder liaison etc.	✓	
Experience of communicating complex information to a diverse audience	✓	
Experience of organising public engagement events/activities	✓	
Experience of planning and prioritising a number of projects simultaneously	✓	
Experience of successfully developing and leading new strategic initiatives in a complex environment		✓
Experience of working on the African continent.		✓
Skills		
Excellent planning and organisational skills	✓	
Excellent interpersonal skills with ability to build effective relationships with internal and external stakeholders at all levels	✓	
Ability to use web content management systems	✓	
Ability to develop new, creative and exciting communications and events that appeal to audiences across different demographics, interests, and engagement levels	✓	
Strong writing skills and the ability to communicate effectively, persuasively and imaginatively	✓	
Proven ability to build and maintain high level and effective external and internal networks and to build new partnerships	✓	
Excellent time management skills with the ability to prioritise a complex workload and to work independently with minimum supervision to meet deadlines	✓	
Qualifications		
Degree level qualification in relevant subject/Level 6 vocational qualification or equivalent experience	✓	
Additional Requirements		
Demonstrable initiative, creativity and personal responsibility, as well as consistency and meticulous attention to detail		✓
Ability to work collaboratively within a team and across an organisation		✓

Academic Division



Unified Administrative Service

The University's central Unified Administrative Service (UAS) works in partnership with Schools, Faculties and Departments, providing core professional and administrative services in support of Cambridge's academic and charitable mission. It also offers a range of expertise and skills that help support the development and implementation of policy across a number of functional areas.

The UAS is led by the Registry as the University's Principal Administrative Officer and consists of the following divisions:

- Academic Division
- Estate Management Division
- Health, Safety and Regulated Facilities Division
- Human Resources Division

Administrative staff within a number of these divisions, especially the Academic Division and Finance Division, are often physically located in Schools, Faculties and Departments, and are fully involved in their day-to-day operation

Academic Division

The post is within the Academic Division of the UAS. The Division is responsible for supporting the General Board of the Faculties and for the academic administration of the University, including maintaining the excellence of its

teaching and research. The Division is headed by the Academic Secretary and consists at present of some 300 staff, responsible for admissions, examinations, student services, education policy and quality assurance,

International matters, research administration and School, Faculty and Departmental administration.

Further details about the Division can be found at: <https://www.academic.admin.cam.ac.uk>

These roles will be situated within the Cross School Initiatives Hub, which provides a range of professional services support to key academic programmes within the University's Academic Division.

The Collaborative and Mastercard Foundation Scholars Program

The goals of the Mastercard Foundation Climate Resilience and Sustainability Collaborative & Mastercard Foundation Scholars Program at the University of Cambridge are to:

Create educational opportunities through an interdisciplinary, climate resilience and sustainability themed Scholars Program at Cambridge: support over 1,000 young African Scholars with fully funded opportunities to pursue Masters and PhD degrees at Cambridge through the Mastercard Foundation Scholars Program. This will set them on a course for meaningful careers driving climate action. This includes: 500 in-person Master's degrees at Cambridge, at least 25 in-person PhDs as a contribution from Cambridge, and 500 early and mid-career professionals upskilling through online certificate and diploma programs.

Strengthen Centres of Excellence at anchor institutions in the Collaborative: leverage the expertise and institutional resources of Cambridge to co-create new interdisciplinary education programmes with African institutions; supporting a cohort of transformative leaders; support African Institutions to build platforms and infrastructure for data collection and analysis; and support their entrepreneurial ecosystems to enable the launch and growth of hundreds of ventures focused on climate resilience and sustainability.

Cultivate networks, transform policy, and facilitate learning in Africa to enable sustainable ecosystem impact: develop hundreds of research collaborations, through research and teaching capacity enhancement workshops, to foster South-South collaboration within the continent. This includes supporting the institutions of the Collaborative to incorporate youth voice into research agendas for green economies.

The University of Cambridge will partner with three African universities as founding partners of the Higher Education Climate Resilience and Sustainability Collaborative. Together these partners will drive deep and sustained impact that:

Strengthens African countries' ability to leapfrog and transition to a green economy, creating new jobs for young people and saving lives and livelihoods.

Enhances the continent's preparedness for, and response to, climate change to mitigate work and livelihood loss.

Creates a critical mass of global thought leaders, researchers, and scientists in climate resilience and sustainability in Africa.

Cambridge is a global leader in climate resilience and social innovation and will support the work of the Collaborative through its deep expertise, networks and convening power. The partnership with the Mastercard Foundation, is made up of two key components:

1. Mastercard Foundation Scholars Program at University of Cambridge
2. Contribution to the Climate Resilience and Sustainability Collaborative.

Both components will bring to life the support for a cohort of transformative leaders

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis of until 31st July 2030, this is because your employment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues. Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are full-time, per week working Monday – Friday. We welcome applications from individuals who wish to be considered for flexible working arrangements.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:
www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

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.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

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 <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 Karin Kuchta the HR Coordinator for CSIH at karin.kuchta@admin.cam.ac.uk, who is responsible for recruitment to this position.

The University

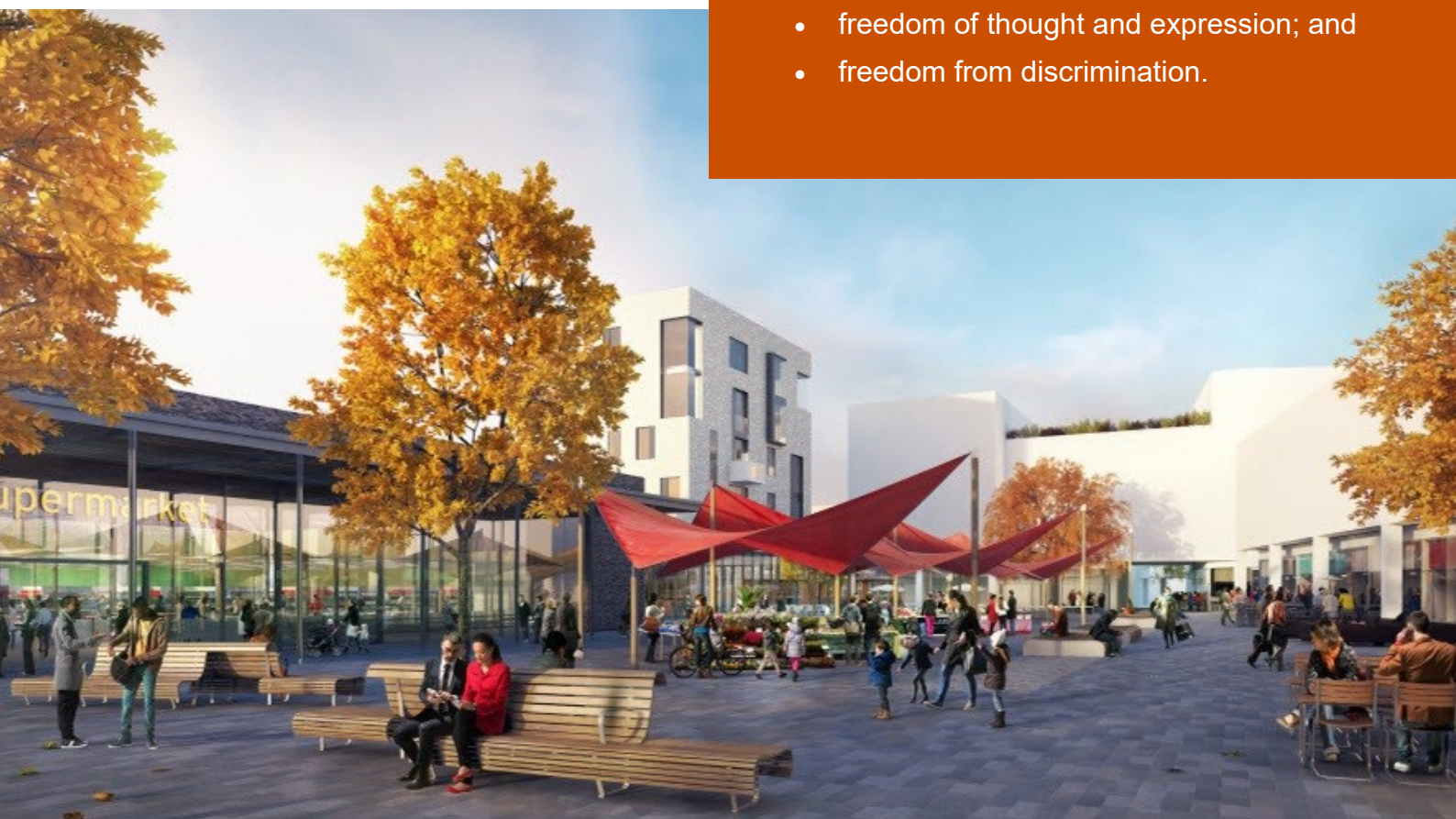
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

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 £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 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 financial support. The 31 Colleges are self-governing, separate legal entities which 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

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.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

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.

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.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

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 paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

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. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Robert Foster, Programme Administrator
Email: rjf58@cam.ac.uk

If you have any queries regarding the application process please contact Karin Kuchta, HR Coordinator
Email: karin.kuchta@admin.cam.ac.uk

The closing date for applications is: Sunday 26th May 2024

The interview date for the role is: w/c 3rd June 2024

