

**JOB TITLE: CCI COMMUNICATIONS ASSISTANT**

**REPORTS TO: CCI HEAD OF COMMUNICATIONS AND IMPACT**

Background

---

The Cambridge Conservation Initiative (CCI) is a unique partnership uniting six University of Cambridge departments (Zoology, Plant Sciences, Geography, Land Economy, Cambridge Judge Business School and Cambridge Institute for Sustainability Leadership) and nine internationally renowned Cambridge-based conservation organisations (BirdLife International, British Trust for Ornithology, Cambridge Conservation Forum, Fauna & Flora International, International Union for the Conservation of Nature, RSPB, Traffic International, Tropical Biological Association and the United Nations Environment World Conservation Monitoring Centre). Together, they advance global biodiversity conservation through interdisciplinary research, education, policy and practice to conserve and restore life on Earth, aiming for a diverse world where nature and people thrive.

Approaching the mid-point of its 2020-2030 Strategy and with a new Executive Director, CCI is embarking on a new phase of expanded ambition, seeking to make a significant step-change in its external presence, positioning, and contribution to wider global challenges. This will require a transformative communications and impact approach geared towards high-level presence and influence in external affairs, and amplifying the messages of CCI partners in strategic combinations at timely moments for diverse audiences.

The CCI Communications Assistant will work across both CCI, working closely with CCI's newly appointed Head of Communications and Impact. The postholder will support the delivery of communications and impact strategies, playing a crucial role in communicating the aims, ambitions and achievements of CCI. This will include preparing and publishing content for CCI's internal and external communications channels and monitoring the reach and impact of these communications. The postholder will be the first point of contact for day-to-day communications matters for CCI, including supporting use of the CCI brands and engaging with others working on communications. Working alongside other members of the CCI Executive Director's Office, the postholder will support planning and delivery of CCI events and associated communications tasks.

## The role

---

The CCI Communications Assistant will report to the Head of Communications and Impact for CCI and the Director and will support the delivery of an ambitious new communications and impact strategy for CCI. The role will coordinate CCI's communications activities through the creation and publishing of content, management of CCI's communications platforms and by contributing to other CCI communications activities such as the planning and delivery of CCI events.

The postholder will be an integral member of the CCI Executive Director's Office team and will work closely with communications professionals from across the wider CCI and University community to ensure that CCI's key messages and impacts are communicated to key audiences.

### **Main responsibilities**

#### Contribute to the development and implementation of communications and impact strategy

- Support the development and implementation of a communications strategy for CCI. This will include, as part of the overall communications strategy, the development of a strategy focused specifically on social channels.

#### Support production of communications content

- Plan and deliver communications content to support CCI's communications goals.
- Draft and edit communications copy including for the CCI website, social media and the intranet.
- Prepare news items about CCI.
- Where appropriate, supervise contractors and service providers (e.g. web support company, printers, freelance writers etc.) as required to deliver CCI's communications outcomes.

#### Publishing, posting and dissemination of communications content and management of communications platforms

- Manage and curate content for CCI's social media profiles, respond to comments and messages, monitor engagement and seek new and improved ways to reach desired audiences. Disseminate information about CCI using appropriate media, including digital media.
- Maintain existing and write and publish new content for CCI websites, improving the use of images and content to ensure that the websites are as professional, effective and user-friendly as possible.
- Manage the production of publications about CCI from decisions on format, design, and content through to distribution and marketing.
- Network with other communications staff at the CCI Executive Director's Office, and wider constituencies to ensure consistency of message and maximum profile for CCI as appropriate.

#### Management of communications resources and information

- Track CCI's media exposure and the impact of CCI communications, and share regular reports with CCI's Head of Communications and Impact.
- Update and extend CCI's communications databases and media lists.
- Organise, maintain and add to CCI's digital assets.

- Ensure that the CCI's brands are effectively communicated and adhered to in written and visual communications, and provide guidance where needed.

#### Coordination of communications for events

- Coordinate communications aspects of CCI events, including creating promotional materials and registration links for events, as well as writing up outputs and creating photographic records.

#### Communications support to the CCI Executive Director's Office (EDO) team

- Support CCI EDO staff with the production of event-specific communications outputs such as PowerPoint presentations for workshops and conferences.
- Work with colleagues from CCI's programmes to ensure communications are aligned between the programmes and the wider CCI strategy and its programmatic activities.
- Be the first point of contact for CCI with the press and media.

#### The person

---

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

- Proven experience as a Communications Assistant, Communications Coordinator, Communications Specialist or a similar role.
- Proven experience and knowledge of the digital and social communications landscape.
- Proven ability to effectively communicate with audiences via conventional, online, and social media platforms in a professional environment.
- Evidence of prior communication strategy development and delivery.
- Familiarity with Canva.
- Understanding of media relations and digital media strategies.
- Proficient in MS Office.
- Solid and proven writing, editing and researching skills.
- Ability to draft complex documents and write for varied external audiences.
- Excellent communication abilities (oral and written).
- Strong attention to accuracy and detail.
- Ability to nurture and foster essential relationships and partnerships with collaborators, potential funders and public audiences.
- Self-motivated, able to multi-task and with a track record of delivering to tight deadlines without compromising on quality.

#### Benefits

---

This is a part-time position working 14.6 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays, which is pro-rated for part-time employees. The salary will be in the range of £30,805 - £35,116 per annum.

The full incremental salary range for the position is advertised to demonstrate the progression for the Grade. In most 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](http://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](http://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](http://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 15 June 2025.**

Applicants are required to provide details of two referees. Typically, referees will not be contacted until an offer has been made. In exceptional circumstances, we may need to contact your referees at an earlier stage of the recruitment process; however, this will only be done with your prior consent.

#### 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](http://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](mailto:hrsupport@jbs.cam.ac.uk).