



UNIVERSITY OF  
CAMBRIDGE

# Student Engagement Manager

Cambridge Zero

06 February 2025

Job Reference: LP44511



# Student Engagement Manager

**Salary:**

£35,116 - £45,413

**Contract:**

Permanent

**Location:**

Cambridge

**Faculty / Department:**

Cambridge Zero

**Responsible to:**

Dr Amy Munro-Faure

Head of Education and  
Student Engagement**Working Pattern:**

Full Time

**Purpose of the role**

The role holder will have responsibility for management and delivery of Cambridge Zero's student engagement programmes and the ongoing review and improvement of programme delivery, in liaison with key internal and external stakeholders. The post involves building and maintaining relationships with administrative and academic staff and students throughout the University as well as external organisations. The role holder will own Cambridge Zero's student communication channels, including relevant social media, and lead delivery of Student Engagement activities across the University. They will be responsible for all aspects of event planning in relation to the delivery of student engagement programmes. They will lead on student consultations for Cambridge Zero and provide advice to other parts of the University seeking to engage with students on climate. The role holder will also provide support to the Cambridge Zero Communications team.

This role will have a particular focus on engaging and communicating with the student community. The role holder will develop, plan and manage the delivery of Cambridge Zero's internal student engagement programme, by working with students, staff and external partners to deliver programmes that can ensure that all students at the University of Cambridge have access to the knowledge and skills necessary to achieve a zero-carbon world.

**Key responsibilities****Programme Delivery**

- Deliver Cambridge Zero's core student engagement programmes and infrastructure to drive student engagement on Climate and Sustainability across the Collegiate University. Examples of activity include: Freshers Fair, Postgraduate Academy, Student Societies Climate Fund and ad hoc competitions.

**Programme Management:**

- The role holder will manage delivery of Cambridge Zero's student engagement programmes that are delivered in partnership with bodies across the Collegiate University and with other organisations. Activity includes;
  - Volunteer programmes: Deliver and provide support as required to ongoing voluntary programmes, including educational programmes, like Engage for Change and the Cambridge Carbon Literacy Project.
  - Green Careers Lead and manage Cambridge Zero and the Careers Service's programme of support for students interested in exploring green careers including determining themes based on current market trends and recruiting speakers.



**Key responsibilities continued**

- Climate Challenge: Lead on delivery of the climate challenge competition, coordinate training offers from all partners, administrate the submissions and judging process fairly, and arrange for payment of prize money. Lead on delivery and ongoing development of voluntary student training programmes with appropriate partners across the Cambridge ecosystem.
- Internships: Leading on delivery of the Future Leaders Programme, including recruitment, our flagship summer development programme for undergraduate students, delivered in partnership with a number of internal and external partners. Ensure that delivery is accessible and compliant with equality, diversity and inclusion standards, ensure recruitment is compliant with relevant legislation, coordinate development activities for all participants, ensure wellbeing of participants.

**Communications:**

- Manage the communication of opportunities and content relating to climate from across the collegiate University to student audiences through newsletters, social media, the website and other means.
- Manage Cambridge Zero's wider programme of communication and education aimed at student audiences, owning the student communication channels including newsletters and social media.
- Manage the communication of Cambridge Zero's programme of student engagement to both promote it and enhance the impact of outputs.
- Develop and maintain publicly available resources and materials, including ensuring a summary of project results is included on the webpages as well as the production of project specific case studies.

**Impact & Measurement Monitoring:**

- Ensure impact measurement of projects is tracked on an ongoing basis, including consideration of learning outcomes for students, the project's effect on University operations, environmental impact, changes in culture, teaching and research, and student experience.
- Measure impact of and report on engagement programmes.
- Gather, analyse and report data on the performance of student engagement programmes as part of a regular review of all programmes.
- Synthesise an annual summary report focussed on the strategic impact of all student engagement programmes.

## Key responsibilities continued

### Planning & Strategic Development

- Identify opportunities for new engagement programmes.
- Consult with students, academic and non-academic staff and external partners to identify gaps in current provision and on the format of any new programmes.
- Input into long-term strategic planning of Cambridge Zero's student engagement
- Develop new programmes in collaboration with the head of education and student engagement and other staff members as appropriate.
- Expand the number of opportunities available within the University by working with more Departments and Colleges as relevant

### Internal & External Liaison

- Develop and maintain effective working relationships with stakeholders, including relevant staff within Cambridge Zero and across the University, academics, committee members, individual students, student societies, individuals at other institutions.
- Represent Cambridge Zero at meetings with other members of the University and external organisations, as well as at external events. Act as secretary to committees/meetings, organise meetings, prepare agenda and write minutes, draft documents such as reports and papers on various issues, give advice on matters of policy and procedures as required.
- Build the profile of student engagement work by coordinating with other institutions to drive high profile youth engagement on climate change.
- As part of ActNowFilm project, coordinate youth submissions to the project and liaise with young climate leaders internationally to drive a platform for their voices.
- Lead on development of communication materials to drive strategic external engagement

# Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>		
Educated to Undergraduate degree, in a relevant subject	✓	
<b>Experience</b>		
Experience of environmental sustainability issues in a Higher Education context.	✓	
Direct experience of working with students on environmental sustainability issues	✓	
Experience of working in an administrative role.	✓	
Experience in managing projects including the development and implementation of project plans.	✓	
Direct experience in the development and management of environmental sustainability projects and engagement programmes.	✓	
Experience of producing engaging social media and digital content	✓	
Experience of researching and collating material to produce high-quality written information for reporting and awareness raising purposes.		✓
Experience of developing co-curricular educational programmes		✓
Experience of implementing appropriate impact measurement regimes for educational programmes		✓
Experience of managing differing sets of student stakeholders respectfully and sensitively		✓
Experience of recruitment procedures and experience of managing differing sets of student stakeholders respectfully and sensitively		✓
<b>Skills</b>		
Knowledge of a range of environmental sustainability and climate related issues.	✓	
Well-developed personal organisational and time management skills.	✓	
Strong oral and written communication skills with proven ability to communicate clearly and effectively to a variety of audiences in writing, in meetings, and to facilitate workshops.	✓	

Strong presentation skills using a variety of media, including visual communication through social media.	✓	
The ability to build and maintain effective working relationships with a wide range of stakeholders and to liaise effectively with staff and students.	✓	
Experienced user of standard software packages e.g. Word, Excel, Access and Outlook.	✓	
Strong interpersonal skills including motivating, influencing, negotiating and networking.		✓
Ability to analyse qualitative and quantitative data		✓
Team player with the ability to work independently.		✓
Knowledge of the University of Cambridge system.		✓
Ability to develop and deliver communications strategies to promote programmes to appropriate audiences		✓
Ability to identify appropriate speakers and trainers		✓
Strong event organisation skills working with varied stakeholders to produce events which meet strategic needs.		✓
<b>Additional Requirements</b>		
While the role holder can effectively work normal office hours, there is a need to work, on an ad hoc basis, outside these core hours to run engagement events and attend meetings.	✓	

# Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: <https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA>

# Cambridge Zero

Cambridge Zero exists to maximise the University of Cambridge's contribution towards achieving a resilient and sustainable world.

We do this by enabling, integrating and accelerating climate activities related to education, research and innovation.

We work in a co-ordinating and supporting role across the full academic lifecycle; connecting, convening and engaging the full breadth of the greater University community (i.e. the University, Colleges and related institutions).

Acting in close collaboration and partnership with a broad range of University functions, we help integrate, enhance and accelerate climate activities.

To learn more about us, please visit <https://www.zero.cam.ac.uk/>



# The School

The School of the Physical Sciences is one of the six Schools in the University of Cambridge and comprises the following Departments:

- Applied Mathematics and Theoretical Physics (DAMTP)
- Cambridge Zero
- Chemistry
- Earth Sciences
- Geography (including the Scott Polar Research Institute)
- Institute of Astronomy
- Issac Newton Institute of Mathematical Sciences
- Materials Science and Metallurgy
- Physics (Cavendish Laboratory)
- Pure Mathematics and Mathematical Statistics (DPMMS)

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources.

As part of the University's annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.



# Terms of Appointment

## Tenure and probation

Appointment will be made on a permanent basis  
<https://www.hr.admin.cam.ac.uk/policies-procedures/guidance-use-fixed-term-and-open-ended-contracts/recruitment-and-objective>. 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, 37 hours per week, working Monday – Friday.

## Pension

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

### Screening Checks:

This role requires a standard Disclosure and Barring Service (DBS) Check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University. The nature of this role means that the successful candidate will also need to undergo a health assessment.

### Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## 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, the Department Administrator, who is responsible for recruitment to this position.

# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact.

The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



# 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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

The University offers 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 science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their 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 continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality, Diversity and Inclusion

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.

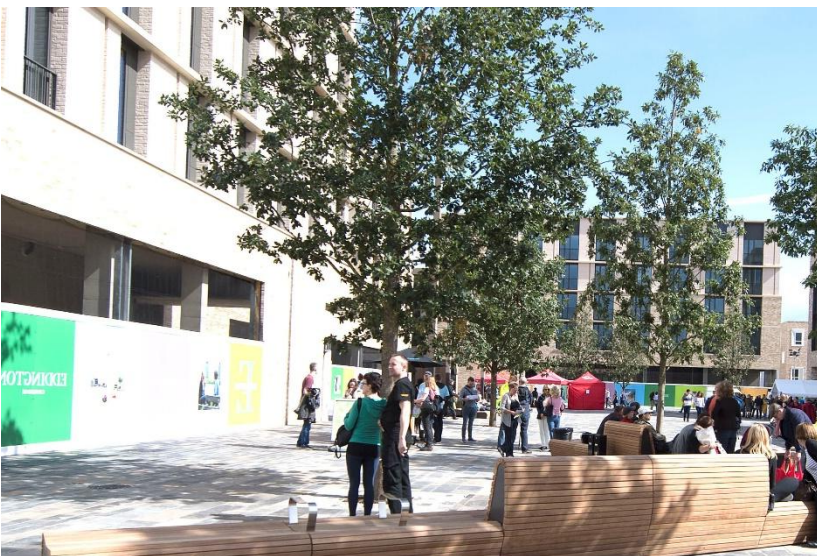
## Relocation Support

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

## 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 26 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 are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## 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](http://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:

Nina Martin, Cambridge Zero, Operations Manager

**Email: [nina.martin@zero.cam.ac.uk](mailto:nina.martin@zero.cam.ac.uk)**

If you have any queries regarding the application process, please contact: **Nina Martin ([nina.martin@zero.cam.ac.uk](mailto:nina.martin@zero.cam.ac.uk))**

The closing date for applications is: 14<sup>th</sup> March 2025

The interview date for the role is: 24<sup>th</sup> March 2025

