

JOB TITLE: COMMUNICATIONS COORDINATOR

REPORTS TO: HEAD OF STRATEGY AND SPECIAL PROGRAMMES

Background

The Cambridge Conservation Initiative (CCI) is a unique partnership between leaders in biodiversity conservation research, education, policy and practice from six found University Departments (Zoology, Plant Sciences, Geography, Land Economy, Judge Business School, Cambridge Institute for Sustainability Leadership) and ten internationally renowned Cambridge-based conservation organisations (BirdLife International, British Trust for Ornithology, Cambridge Conservation Forum, Fauna & Flora, International Union for the Conservation of Nature, RSPB, Traffic International, Tropical Biological Association, the United Nations Environment World Conservation Monitoring Centre and the Wildlife Conservation Society). CCI aims to transform international biodiversity conservation by catalysing strategic partnerships between leaders in research, education, policy and practice.

The Executive Director's Office runs a number of special programmes to deliver funding and actions that contribute to nature's recovery and restoring the health of our planet. The Communications Coordinator will work as part of a team on an ambitious and exciting programme to establish a new fund supporting biodiversity conservation worldwide. There is a high degree of confidentiality required in the preparatory work of the programme, and it is expected to attract a high degree of media and public interest at the time of launch.

Further information can be found about CCI at <https://www.cambridgeconservation.org/>

The role

The Communications Coordinator will report to the Head of Strategy and Special Programmes and work alongside the Head of Communications and Impact for the Executive Director's Office and as an integral part of the team working to develop a core programme for CCI. The role covers the maintenance of key internal and external relationships, predominantly with other communications professionals. These include Communication leads in all the CCI Partner organisations, the University Communications Department, the University Development and Alumni Relations Department, the governance structures for the programme and a range of external service providers including online giving platforms and the BBC. The role will work with contracted agencies and individuals with expertise in marketing, PR, media training and other specialist communications. The Communications Coordinator will design and deliver the digital assets of the programme including the website and social media channels, requiring a high level of data analysis and implementation.

Main responsibilities

Contribute to the implementation of the special programme's communications strategy

- Continue the development and ongoing review of the communications strategy for the programme.

Support production of communications content

- Plan and deliver communications content to support the programme requiring analysis of data to support activation plans for the project.
- Draft and edit communications copy including for the website and social media.
- Prepare news items about the programme.
- Supervise contractors and service providers (e.g. web support company, printers, freelance writers etc.) as required to deliver the programme's communications outcomes, in particular, analysing and using data to enable design of materials.

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

- Maintain existing content and prepare new content for the programme's website.
- Disseminate information about the programme and projects using appropriate media.
- Develop a timeline of social media presence to support the launch of the programme.
- Plan commissioning and production of targeted, impactful moving images about the programme.
- Network with other communications staff at the CCI Executive Director's Office, CCI partners, and with external partners to ensure consistency of message and maximum profile for the programme.

Management of communications resources and information

- Track the media exposure and impact of the programme communications, analysing data and reporting to the programme team.
- Analyse, update and extend the programme's communications database and media lists.
- Organise, maintain and add to a photo gallery/archive for the programme.
- Ensure that the programme's 'brand' is effectively communicated and adhered to in written and verbal communications, and provide guidance where needed.

Coordination of communications events

- Coordinate communications about the programme at relevant CCI events.

Communications support to the Executive Director's Office team

- Support programme staff with the production of event-specific communications outputs such as PowerPoint presentations for workshops and conferences.
- Work with the Head of Communications in the Executive Director's Office to ensure communications are aligned between the programme and the wider CCI strategy.

- Present communications materials and progress to the programme's Board of Management.
- Be the first point of contact for the programme with the press and media.

The person

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

- Proven experience in a communications role (for example, Communications Assistant, Communications Coordinator, Communications Specialist or a similar position).
- Understanding of media relations and digital media strategies.
- Proficient in Microsoft 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.
- Self-motivated, able to multi-task and with a track record of delivering to tight deadlines without compromising on quality.

Benefits

The salary will be in the range of £33,232 - £39,105 per annum. This is a part-time position working 29.2 hours or FTE 0.8 per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. This is a fixed-term appointment for eighteen months in the first instance.

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 3 March 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.

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@jobs.cam.ac.uk.