

JOB TITLE: PROJECT CO-ORDINATOR (FIXED TERM)

REPORTS TO: PROJECT MANAGER

Background

The Cambridge Centre for Alternative Finance (CCAF) is a multi-disciplinary research institute established within Cambridge Judge Business School (CJBS), University of Cambridge. The CCAF is an internationally renowned centre of excellence, noted for its pioneering market and regulatory research in alternative finance

In addition to its research, the Centre has developed leading initiatives in the regulation of alternative finance, including digital tools and capacity building and education programmes. These focus on providing an evidence-base for policymakers and regulators in order to make more informed decisions on alternative finance/fintech. The Centre works in collaboration with over 150 regulators, central banks, international standard-setting bodies, and other development partners. This includes the UK Financial Conduct Authority, the Inter-American Development Bank, the OECD, the Asian Development Bank Institute, the UK Foreign, Commonwealth and Development Office (FCDO), and the World Bank.

The role

The Project Coordinator will support the Internship Programme Project Manager and the Capacity Building and Education Department at the Cambridge Centre for Alternative Finance, playing a key role in enhancing people and CB&E operations and improving the overall employee experience. This position will contribute for a positive and productive work environment, facilitating employee development, and managing and analysing employee data, and assisting with contract processes.

The role holder will co-ordinate the efficient running of the project, create and maintain documents, develop project plans to support the Project Manager in order to ensure smooth running and success of the project. The ideal candidate will be proactive, organized, and detail-oriented, with a strong passion for team development and a commitment to advancing the Centre's strategic goals.

Main responsibilities

- Provide overall day-to-day coordination of the project. Establish, develop and maintain appropriate administration systems and procedures to help ensure the project is delivered on time, to budget and to the required quality standards.
- Produce detailed project outlines and plans. Organise and facilitate contributions from stakeholders, support, write and contribute to the development of project documentation such as create and maintain project database, project status updates, papers and publications in line with best practice.
- Act as the main point of contact for the project. Provide a consistent, constant and professional contact point to represent the Project Board, Senior User Group and any other project-related body

or executive, ensure the project team are kept informed of project progress and respond to and advise the team of any emerging risks.

- Maintain and determine project communications with key stakeholders. Promote and communicate projects to stakeholders, coordinate the delivery of project communications, project manage specific tasks, gather and compile requirements for communications and events, liaise and network with stakeholder group.
- Manage project documentation. Create and update documents (e.g. core project documents, papers, publications, draft meeting agendas, minutes etc.), develop and improve management systems and processes to ensure quality and audit trails are maintained.
- Provide financial management and administration. Monitor project expenditure against budget using the university financial system, authorise expenditure against budget, design and manage effective financial management systems, report on project finances, process expenses claims and invoices, raise purchase orders, procure equipment in accordance with university financial procedures and financial regulations
- Carry out data analysis on aspects of the project. Gather, analyse and present data, compile reports, set up databases as required, carry out preliminary research, prepare/draft presentations, prepare briefing notes and correspondence.
- Organise project events such as conferences, workshops and training sessions. Project publicity, make all necessary arrangements such as, book rooms, organise travel, accommodation, catering, prepare and circulate agendas and papers, monitor event budgets.
- Carry out duties related to project publicity. Prepare promotional materials, organise and promote project publicity events and seminars, disseminate information using appropriate media, maintain and update websites.
- Performance reviews, administrate the process and ensure that development requests are actioned and monitored.
- Training and development, ensuring personal development plans feed into the overall training and development strategy.
- Providing efficient recruitment admin as managing the recruitment tracker and ensuring onboarding and offboarding tasks are completed.
- Primary liaison for SMEs & Tutors from initial engagement, through contracting and support delivery. Manage database and ensure feedback is provided on each SME/Tutor by participants and CCAF team and that this feeds into wider strategy/selection of individuals to engage.
- Take registrations for some of the programme offered by centre and support participants in their onboarding process.
- Gathering and analysing multi-platform feedback and engagement data to feed into Capacity Building & Education strategy development and team activities.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form:

- Educated to degree level / Level 6 vocational qualification or equivalent level of practical experience.

- Experience in an administrative /project role.
- Working in an academic centre.
- Experienced user of Microsoft Office.
- Excellent organisational skills.
- Excellent communication & interpersonal skills.
- Strong research, analysis and reporting skills.
- Demonstrate advanced knowledge of Project Coordination involving a critical understanding of relevant theory and/or principles.
- Experience in Dynamics.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £33,232-£39,105 per annum.

This is a fixed term role for 12 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 27 February 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 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 by email on p.hudson@jbs.cam.ac.uk.