

Cambridge Judge  
Business School

# Policy Fellowships Coordinator (Fixed Term) Reports to Policy Fellowships Manager

Closing date: 24 June 2025  
Job reference: NS46149

[www.jbs.cam.ac.uk](http://www.jbs.cam.ac.uk)

JUDGE BUSINESS SCHOOL



UNIVERSITY OF  
CAMBRIDGE  
Judge Business School



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# Background

Since 1990, Cambridge Judge Business School has forged a reputation as a centre of rigorous thinking and high-impact transformative education, situated within one of the world's most prestigious research universities, and in the heart of the Cambridge Cluster, the most successful technology entrepreneurship cluster in Europe.

Cambridge Judge Business School has a world-class faculty, representing all continents, whose research interests span the globe and the full spectrum of business issues. Many are leaders in their field, directing cutting-edge research and consulting for businesses and government. As part of one of the world's leading universities, Cambridge Judge Business School is home to one of the largest concentrations of interdisciplinary business and management research in Europe.

The Centre for Science and Policy (CSaP) has been established at the university since 2009. Its mission is to improve public policy through enabling policy makers to draw on the expertise of researchers at the University of Cambridge.

# The role

The Centre for Science and Policy (CSaP) at the University of Cambridge enables policy makers to draw on the expertise of researchers. The Policy Fellowships programme is its flagship service, which offers policy makers a bespoke two-year programme of one-to-one meetings and workshops with researchers, who are carefully selected and briefed to share their latest ideas and evidence to help address policy issues of the day.

You will meet new Policy Fellows from all areas of government, help shape their policy questions, seek researchers who can help, and design tailored programmes to foster dialogue. You will also support a wide range of other activities to build the network and explore live policy issues.

The CSaP network is extraordinary. While centred on the University of Cambridge, it includes the Cambridge ecosystem of companies, extends to other leading academic institutions across the country, and embraces not only central government departments but also devolved, regional and local government organisations, other public bodies and international organisations.

You will be a graduate with a driving interest in public policy making, who loves diving into new complex topics, working and communicating with people, and nailing the details. This role offers an unparalleled opportunity to enter the policy world and make a difference – a career in itself but also a potential springboard into the civil service, policy think tanks, or postgraduate research.

This is a great opportunity to be involved in some of CSaP's most engaging and high-profile activities. You'll play a key role in hosting visiting Policy Fellows – helping to deliver the unique Cambridge experience of staying in a college, meeting academics face-to-face, and being welcomed and supported throughout their visit. You'll also be involved in delivering in-person Policy Workshops, public lectures in Cambridge, our annual conference in London, and other major events.

Due to the nature of the role, regular in-person attendance is required for approximately half of your working time.

**Start date:**

Latest August 2025

**Salary:**

£33,482 - £39,355

**Contract:**

**Fixed Term Contract – 2 Years**

**Working pattern:**

36.5 Hours Per Week

Monday - Friday

**Location:**

Trumpington Street, Cambridge |  
Hybrid Working Available

**Department:**

The Centre for Science and Policy

**Reports to:**

Policy Fellowships Manager



# Main Responsibilities

## Policy Fellowships

- Coordinate the recruitment of around 36 new Policy Fellows each year (one election per term).
- Coordinate the Policy Fellowship Programme operations to ensure smooth delivery of the programme. This includes: scheduling and monitoring the programme delivery activities, prioritising needs, tasks and resources.
- Research academics from across the university to match with Policy Fellows across a range of policy areas, liaise with several hundred academics across the University to persuade them of the value of participating in a tailored policy engagement programme
- Meet Policy Fellows for orientation and wrap-up meetings
- Coordinate all logistical aspects of Policy Fellows' visits (including accommodation, dietary and transport requirements)

## Impact and Evaluation

- Oversee the collection and reporting of impact and evaluation data for wider CSaP activities, including reporting to the central university
- Interview Policy Fellows for the purpose of generating feedback on the programme as well as impact narratives and case studies for CSaP annual report.

## Policy Seminar Programme

- Design and deliver a termly policy seminar programme for CSaP Policy Fellows, including both in-person and virtual seminars, with a policy-relevant theme designed to appeal to Policy Fellows. Source and liaise with academic speakers.

## Affiliate Programme

- Oversee CSaP Affiliate Programme with partner universities. Maintain communications with key contacts in affiliate universities. Maintain up to date information on key contacts and programmes offered in order to refer to Policy Fellows.

## Main Responsibilities Cont.

### Data analysis including E&D data

- Carry out data analysis on aspects of the Policy Fellowships programme. Gather, analyse and present data to inform and assist the Associate Director in review and evaluation of the programme, to enhance operational procedures and to prepare reports for funders and stakeholders as required.
- Review, update and regularly report on CSaP's E&D data collection processes. Provide regular updates for team meetings and CSaP Senior Leadership Team.

### Other Duties

- Attend and act as rapporteur at CSaP policy events including Policy Workshops, lectures and seminars including generating original written content for CSaP internal and external communications.
- Represent CSaP and Policy Fellowships Team at university and external events, including meetings with senior policy professionals, national policy discussions and networking events.

# The person

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

- Educated to degree level /Level 6 vocational qualification or equivalent level of practical experience.
- Experience of events and programme management
- Experience working in an administrative/ project management role
- Experience of working in a field related to public policy
- Effective organisational and planning skills with a commitment to delivery
- Ability to research detailed policy questions and the academic expertise suitable to match with these, across disciplines and policy areas
- Demonstrated client service focus and experience in a client service environment
- Excellent communication & interpersonal skills
- Good teamwork skills
- Expertise in standard Office software such as Outlook, Word, Excel etc.

# Terms of appointment

**Tenure and probation:**

This is a 2 year fixed-term appointment. Appointments will be subject to satisfactory completion of a 6-month probationary period.

**Hours of work and working pattern:**

Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £33,482 - £39,355 per annum. Holiday entitlement and salary will be pro-rated for part-time workers.

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.

**Pension:**

You will automatically be enrolled to become a member of CPS Pension Scheme (Cambridge University Assistants Contributory Pension Scheme) – a defined benefits pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/).

**Pre-employment checks****Right to work in the UK:**

We have a legal responsibility to ensure that you have the right to work within the UK before you can start working for us. If you do not have the right to work within the UK already, any offer of employment we make to you will be conditional upon you gaining it.

**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.

**Health Declaration:**

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



# Benefits

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, CJBS is a great place to work. We give access to numerous discounts on shopping, health care, financial services and public transport. We also offer a generous workplace pension and a tax-efficient bicycle scheme. As well as this, our teams benefit from extensive opportunities for training and development, as well as access to a range of social and family-friendly activities within and outside of JBS.

Key benefits include:

- A generous **annual leave** allowance of 28 days plus bank holidays (pro-rata for part-time staff and those joining or leaving the company within the year).
- Enhanced family and other leave, which includes: maternity leave of 26 weeks at full pay, paternity leave of 12 weeks at full pay, neonatal care leave of up to 12 weeks at full pay, up to 5 days per year of emergency leave and discretionary compassionate leave.
- Annual pay reviews, mirroring the University of Cambridge's annual cost of living increase.
- An attractive **pension scheme**: the CPS Pension Scheme, more information can be found here: [CPS | Pensions](#)
- The CJBS Food Club App, allows all employees 1 free hot drink from our café per day and subsidised rates on food in the café and restaurant.
- Regular social activities, including yearly summer and Christmas parties and Christmas lunches, as well as other activities throughout the year such as celebrations of the Chinese New Year, Halloween, Thanksgiving, sports activities, wreath making, tours of Cambridge and more.
- Various forms of **personal and professional development**, including a mentoring scheme, the opportunity to participate in Executive Coaching, LinkedIn Learning and a Learning and Development team.
- Use of up to **Free Botanical Garden** passes to enjoy with Friends & Family.

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).

CAMbens employee benefits. The University offers employees a wide range of competitive benefits, known as CAMbens, which we are able to access. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including discounts and vouchers at hundreds of retailers, a TOTUM card, Costco membership and a Payroll Giving scheme;
- Travel Benefits, including a Cycle to Work scheme, Dr Bike repair sessions, discounts on bus and train tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare in the form of workplace nurseries and playschemes, family friendly policies, and access to the Botanic Gardens, Museums, Colleges and a variety of other activities across Cambridge;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, Occupational Health service, discounts at the University Sports Centre and other local gyms, and healthcare scheme.

# Equality of opportunity at the University

## **Equality, Diversity & Inclusion (EDI)**

The University has built its excellence on the diversity of its staff and student community and Cambridge Judge Business School (CJBS) fully commits to Equality, Diversity and Inclusion (EDI) for everyone.

We encourage applications from all sections of society and appointments are made based on merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, the Disabled Staff Network, the Race Equality Network and LGBT+ Staff Network. More details are available here: <https://www.equality.admin.cam.ac.uk/>.

Cambridge Judge is proud to have been awarded the Athena Swan Bronze Award, recognising our commitment to advancing gender equality. This accolade reflects our dedication to creating a fair and supportive environment for all. For our employees, it signifies a workplace that values diversity and actively promotes equal opportunities for career advancement.

## **Disability Support**

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 reasonable adjustments connected with a disability, please contact **Charlie Mears (Assistant HR Adviser)**: [c.mears@jbs.cam.ac.uk](mailto:c.mears@jbs.cam.ac.uk)



# How to apply

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.

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.

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

If you have any queries regarding this role, please contact **Charlie Mears (Assistant HR Adviser)**: [c.mears@jbs.cam.ac.uk](mailto:c.mears@jbs.cam.ac.uk)

**The closing date for applications is 24 June 2025.**

**The interview date for the role is: Thursday 3<sup>rd</sup> July 2025.**

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

**We look forward to hearing from you!**