

Role Profile

Job title	Programme Assistant - Endangered Landscapes Programme
Reports to (Position Title)	CCI Endangered Landscapes Programme Manager

Role Overview

The Cambridge Conservation Initiative is a unique partnership between leaders in biodiversity conservation research, education, policy and practice from six founding University 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). CCI aims to transform international biodiversity conservation by integrating those engaged in creating and delivering conservation policy and action with those carrying out research and teaching.

One of the priority areas of collaboration within CCI's Five Year Plan is to focus on the restoration of ecosystems and landscapes for the benefit of biodiversity. To this end and thanks to the generosity of Arcadia, the charitable fund of Lisbet Rausing and Peter Baldwin, CCI is now creating a new \$30 million Endangered Landscapes Programme (ELP) for Europe.

This programme will develop and manage a series of large-scale multi-million pound landscape restoration projects that combine research, practice and policy change across Europe. It will help to reverse biodiversity loss from European landscapes and provide inspiration for a fundamental shift in the policy and practice of nature conservation. The ELP will create European landscapes that are enriched with biodiversity, establishing resilient, more self-sustaining ecosystems that benefit both nature and people. The ELP is a major and new expansion of CCI's ability to deliver its collaborative international agenda to understand and conserve biodiversity.

Role purpose

To provide administrative support to the programme, working with the ELP Programme Manager, CCI Administrators, CCI Collaborations and Communications Manager, CCI partners, staff from the Judge Business School (especially in the Finance and Administration Department), staff from other University departments and with other organisations, to ensure that the programme is well-managed, administered efficiently, and communicated effectively.

Resources managed

Supporting the Programme Manager to ensure the effective and efficient management of a programme with a total value of \$30 million, mostly to be given out in a small number (5-8) of large multi-million dollar project grants and 6-10 project planning grants. Smaller sums (up to c. £25,000) may be given for additional enabling activities (e.g. commissioned research, communications, training programmes, etc.).

Main duties and responsibilities

1	Administration <ul style="list-style-type: none">• Work in close coordination with CCI Administrators and JBS staff to ensure the efficient administration of the ELP;
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	<ul style="list-style-type: none"> • Ensure effective contact, coordination and communication between the Programme Manager, the CCI Landscape Restoration Working Group members, CCI Council, collaborators, donors and the ELP Oversight and Selection Panel; • Ensure that all administrative and financial aspects of grants and contracts management are performed efficiently and to a high standard of quality (including raising of purchase orders, payment of invoices, managing purchasing requisitions in accordance with University regulations, processing expenses claim etc.); • Ensure that the ELP portfolio of grants and contracts complies with institutional policies and any applicable donor requirements; • Provide oversight of grantee financial reporting and contractual compliance; • Generate grant agreements, contracts and amendments, ensuring integrity of data in the grants and contracts database(s); • Administer and keep up to date programme management systems (including filing systems - electronic and hard copy); • Review grantee financial reports, trouble-shooting financial reporting errors, and processing disbursement requests; • Organise programme meetings, workshops, visits and events (including arranging meeting rooms, travel, catering, IT requirements, note-taking etc.); • Process the submission of claims for expenses from the ELP management team and associated visitors;
2	<p>Project management support</p> <ul style="list-style-type: none"> • Keep a register of projects and maintain data in a programme database; • Work with grantees to ensure the timely preparation and submission of project financial reports, project technical reports and any other financial documents required as part of the reporting process; • Help grantees prepare for project and programme audits including the collection and review of supporting documentation; • Assist in preparation of information and presentations for ELP meetings. • Support the logistic organisation of project and programme evaluations; • Assist, and take a lead where requested, with the management of programme meetings and events, including symposia, workshops, and other knowledge-exchange and enabling activities. Make all necessary arrangements including book rooms, coordinate travel arrangements where necessary, catering, deal with expenses claims. • Assist with production of programme reports (including reports to the programmes donor(s) by gathering and analysis of data as required); • Take responsibility for visiting researchers, visiting speakers and visiting students, ensure all relevant documentation and paperwork is completed.
3	<p>Communications</p> <ul style="list-style-type: none"> • Take a lead on management and development of the programme's publicity and communications, including maintain and update the programme website, social media accounts (e.g. Twitter) production of newsletters and blogs; publicise events and activities of the project; organise project events and seminars; and disseminate information using appropriate media.

- Work closely with grantees to encourage and support communication of stories from their projects;
- Help to prepare programme-level communications, presentations and other materials for workshops, conferences, seminars and other events;
- Field any general enquiries about the programme, including from members of the public (e.g. received via the ELP website);
- Take the lead on the development, moderation and management of an agreed-on networking platform for grantees.

Working Conditions

Office based. Some travel to similar sites may be required. Normal health and safety requirements will be followed.

Physical Requirements

Requires normal physical effort associated with an office environment (or equivalent)

Sensory Requirements

Uses normal office equipment and/ or standard tools

The University expects that you will:

- Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements.

Person Specification

Key Skills and Experience		
Criteria	Description	Essential or Desirable
Experience	Experience in administering and supporting international projects and programmes involving multiple stakeholders	E
	Experience in administering multi-stakeholder projects	D
	Experience of overseeing programme and project financial management, reporting, contracting and communications	E
	Experience of programme communications, including through the use of social media and web sites	D
	Experience of working in a relevant sector (environment or development) in Europe	D
Skills	Highly organised and efficient, with good attention to detail	E
	Excellent project management skills	E
	Excellent writing and editing skills	E
	Proficient with the Microsoft Office suite of programmes	E
	Able to work under pressure and meet deadlines without compromising on quality	E
	Ability to multi-task and work independently	E
	Good verbal communication and interpersonal skills	E
	Fluent in English	E
Working knowledge of other European Languages	D	
Qualifications	Degree in related natural science or social science subject	E
	Post-graduate qualification up to Masters level in relevant subject	D
Additional requirements	Willingness to travel throughout Europe, including some weekend working as required	E