Job Description

This is an exciting opportunity for an experienced Personal Assistant to join the Hughes Hall team in this newly created role with the Centre for Climate Change Engagement at Hughes Hall, University of Cambridge.

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<tr>
<th>Job Title:</th>
<th>PA to the Director of Centre for Climate Change Engagement</th>
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<tr>
<td>Department:</td>
<td>Centre for Climate Change Engagement</td>
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<td>Reporting to:</td>
<td>Director of the Centre for Climate Change Engagement</td>
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<td>Responsible for:</td>
<td>Supporting the Director of the Centre</td>
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<tr>
<td>Salary Range:</td>
<td>Pro rata of £31,302 - £36,261 pa depending on qualifications, skills and experience</td>
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<td>Probation Period</td>
<td>Six months</td>
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<td>Contract Type</td>
<td>Permanent, part time</td>
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<td>Working Pattern:</td>
<td>Part-time (0.5 – 0.6 full time equivalent based on 37.5 hours), in a pattern to be agreed between the College and the successful applicant. The PA will be able to undertake a significant proportion of the role remotely.</td>
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<tr>
<td>Annual Leave</td>
<td>Annual paid leave of 25 days plus public holidays. Pro rata for part-time members of staff.</td>
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<td>Pension Eligibility</td>
<td>The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.</td>
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About the Hughes Hall Centre for Climate Change Engagement

Climate change is one of the most important challenges of this century. Its effects are already reaching key thresholds that will adversely impact upon sustainable development. The need for education and action for climate mitigation, adaptation and finance has never been more urgent; individual citizens, private corporations, non-governmental organisations and governments all have a role to play. The central mission of the Hughes Hall Bridge Centre on Climate Change is to rectify this lack of engagement. It will:

- Engage the corporate and financial sectors at the highest level (involving chairs, non-executive directors and senior executives) together with government, and academics and others within civil society
- Encourage scholarship in legal, regulatory, financial and other levers that will enable the scaling-up of action across the corporate sector.

As a result, companies will, through board leadership, increase their actions to mitigate and adapt to the effects of climate change by addressing their own individual risks and liabilities; to shape future regulatory frameworks; and to participate in a growing global green economy.
**About Hughes Hall**

Hughes Hall is the oldest of the University of Cambridge’s six ‘graduate colleges’. It was established during the Victorian golden age of Cambridge college foundations with a pioneering purpose to provide postgraduate training for women teachers. Today the College accepts male and female students for all the subjects taught in the University. Our vision for Hughes Hall is to be a recognized leader in the University of Cambridge by 2050: a pioneering college for the third millennium. We are dynamic in our approach, developing a unique global impact at the cutting-edge of the academic, professional and commercial worlds.

As a mostly graduate college, Hughes Hall specialises in supporting students studying for taught and research graduate degrees. We also welcome mature students studying for undergraduate degrees. All students share in a distinctive and dedicated academic context created by a mature and committed community of scholars. A distinctive aspect of college life at Hughes Hall is a non-hierarchical culture where interaction and engagement between Fellows and students is open and encouraged. Unlike most colleges, Hughes Hall does not have a High Table reserved for Fellows at mealtimes.

**Job Purpose**

To provide executive support the Director of the Centre for Climate Change Engagement, assisting her in promoting the centre’s work engaging boards on climate change. The Personal Assistant to the Director will help manage and administer the centre and will lead on the marketing and running of the Centre’s events.

**Main Duties**

**Hughes Hall centre administration**

Supporting the Director in:

- Setting up Core team meetings, preparing agendas and recording action points
- managing the Centre budget, preparing monthly reports of expenditure
- preparing quarterly reports to The College Bridge Committee and six monthly reports to the Hatton Trust
- maintaining work plans and timelines, and tracking action
- arranging Centre events, dinners and workshops not under the auspices of the World Economic Forum Chapter (WEF)

**Marketing and outreach**

- Assist in the development of the Centre’s website
- Support the production of Centre collateral and marketing materials, including value propositions, slides, two-pagers as relevant.
- Work with the Centre to identify individuals and stakeholders to target for engagement
- Record all outreach activities and progress made as a result of Centre initiatives.

**Cambridge academic links**

- Keep track of Cambridge academic contacts, including a database of contact details
- Distribute communication to colleagues throughout the University as agreed
WEF Chapter management

- Manage the community of WEF Chapter members, including the database of contact details
- Ensure that our work is GDPR compliant
- Support communication with the Sponsoring Organisations, Chairs, Steering committee
- Manage agendas and take minutes for Chapter meetings (usually in London)
- Set up group calls and face to face meetings as required
- Act as the main point of contact for the Chapter community on all day-to-day matters to understand the interests of members and develop trusted relationships
- Provide support with the design, development and delivery of the WEF Chapter events
- liaise with external event hosts
- Lead on all event-related logistics (working with the Hughes Hall team where appropriate) managing the planning and invitations process, and coordinating on-site delivery.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Person specification

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<tr>
<th>Qualifications</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>Bachelor's degree (or equivalent) in international relations, business administration, strategy management or a similar field</td>
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<tr>
<th>Skills, knowledge, experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Ability to work well within a team, as well as being autonomous, organized, flexible and able to handle a high-pressure environment</td>
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<td>Ability to build solid working relationships with business contacts, colleagues, academic contacts and relevant external stakeholders</td>
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<td>Strong project management and time management skills</td>
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<td>Strong writing and communications skills</td>
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Minimum of 2 years’ relevant professional experience with a focus on operations management, event management, project management and process implementation, with relevant technology involvement

Good understanding and/or interest in the international agenda on climate change and sustainable development

Experience of engaging with leaders in public- and private-sector organizations

Experience of event management would be an advantage.
| Personal attributes | Outstanding interpersonal skills, emotional intelligence and resilience  
| | Open to creative approaches to problem-solving and able to synthesize a large amount of information  
| | Team spirit, flexible, service-oriented and committed to the collective output of a team project  |

**Screening Check Requirements**

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.

**Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining your reasons for applying for the role. Please also complete the College’s Equality and Diversity Form. These should be emailed to hr@hughes.cam.ac.uk. The closing date for applications is **Wednesday 8th May at 9am**. Interviews will be held at Hughes Hall, Cambridge on **Monday 20th and Tuesday 21st May**.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data Protection Statements on our website at [https://www.hughes.cam.ac.uk/about-us/foi-publications/](https://www.hughes.cam.ac.uk/about-us/foi-publications/) and also on the application form.

For an informal discussion about the post, please contact Julie Baddeley, Director of the Hughes Hall Centre for Climate Change Engagement, at climate@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.

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Hughes Hall  
April 2019