



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Climate Governance Initiative Engagement Manager

This is an exciting opportunity for an experienced Engagement or Account Manager to join the Hughes Hall Centre for Climate Engagement and work to manage the Climate Governance Initiative community of international chapter leads.

Job Title	Climate Governance Initiative Engagement Manager
Location	Centre for Climate Engagement, Hughes Hall, Cambridge CB1 2EW
Reporting to	Sylvie Baird, Climate Governance Initiative Secretariat Manager
Contract Type	3 Year Fixed term
Probation Period	Six months
Salary Range	Between £27,924 to £34,304 (Spine Point 35 – 42), depending on experience
Hours of Work	37.5 hours per week Monday to Friday (with occasional evening or early morning work, to be managed flexibly, as agreed between the College and the successful applicant.) The post holder may carry out a significant part of the role remotely.
Annual Leave	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.
Medicash Healthcare Plan	All staff members have access to the College's Medicash Healthcare Plan https://www.medicash.org/
Mental Health Peer Support Programme	All staff members have access to the College's Mental Health Peer Support Programme, supporting Mind's Mentally Healthy Universities initiative
Pension Eligibility	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.

Hughes Hall

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is

an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have particular strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in different stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

Centre for Climate Engagement

The Centre for Climate Engagement at Hughes Hall was established in 2019 to rectify the lack of engagement in climate change mitigation in the corporate community, particularly boards. The Centre plays a unique role in bringing leading academic research to a targeted non-executive director audience in a format that enables change. Support for cutting edge research in climate law, governance, disclosure and organisational change – priority areas for boards driving climate action – informs the work of the Centre. Its leading research translation and knowledge brokering expertise turns that evidence into action.

Recently the Centre has taken on the role of 'host' and Secretariat of the Climate Governance Initiative. The World Economic Forum established this Initiative in 2019, in response to climate change and the challenge that brings to business, together with a set of guidance principles to help boards and senior management consider the quality of climate governance at the organisations they oversee and identify aspects in need of development. The Climate Governance Initiative is now implemented by the Centre for Climate Engagement, in collaboration with the World Economic Forum.

The Climate Governance Initiative supports the growth of groups of board Directors around the world to form networks, known as Chapters. There are now 15 such Chapters, including Chapter Zero in the UK, which is also hosted by the Centre for Climate Engagement and the Secretariat plays a significant role in both maximising the impact and collaboration of the existing chapters and accelerating the development of new ones.

Job Purpose

Working with the Climate Governance Initiative Secretariat Manager and in collaboration with the Climate Governance Initiative community, the Engagement Manager will develop, manage, and deliver the Engagement Strategy for the Secretariat of the Climate Governance Initiative. The Engagement Manager will engage the Chapters, encouraging exchange as well as knowledge building across this growing network. The Engagement Manager will be in regular contact with the Chapters, building an understanding of their development and priorities in support of the Charter and in line with the Chapter Code of Conduct. The Engagement Manager will also work closely with the core team at the Centre for Climate Engagement to support knowledge sharing from the broader work programme at the Centre in support of the Climate Governance Initiative.

Main Duties

- Act as the main point of contact for Climate Governance Initiative chapter leads, assisting them with queries and signposting to further information.
- Support the development of each Climate Governance Initiative Chapter and encourage exchange and knowledge building across the Chapter network.
- Build overall understanding of Chapter development and priorities, through regular meetings with each Chapter, ensuring Chapter representatives understand the support offered by the Secretariat.
- Act as custodian of the Charter and manage background information required to support the development of the Chapters.
- Develop tracking systems for on-going Chapter engagement and alignment with the mission of the CGI (such as meeting attendance, meeting updates, production of events and content).
- Develop mechanisms to generate feedback from Chapter Leads, including through surveys and informal conversations.
- Prepare consolidated statistics such as membership numbers, company pledges and highlights for annual meeting and regular reports, perhaps quarterly.
- Co-organise with the support of the Secretariat team, CGI Chapters and the WEF a meeting of the Climate Governance Initiative Community, expected to take place at least every 2 years.

- Support the development of new Chapters, drawing from the experience of those already in existence and consolidate necessary information for each Chapter, for example its legal structure, host organisation, official partners, and funders.
- Suggest and implement improvements to increase engagement of Chapters with resources/new content and material and increase member event attendance.
- Ensure chapter representatives understand the support being offered to them by the Climate Governance Initiative, and in particular offered by the Secretariat.
- Support the Climate Governance Initiative Secretariat Manager to increase member event attendance and engagement with resources/new content and material.
- Support the CGI's Working Groups/Committees as appropriate.
- Support knowledge sharing between the broader activities of the Centre and the Climate Governance Initiative where appropriate.

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 Centre for Climate Engagement.

Person specification

Essential	Desirable
<p data-bbox="204 1055 552 1088"><i>Education and Experience</i></p> <p data-bbox="204 1133 783 1279">Bachelor's degree (or equivalent) in International Relations, Business Administration, Communications, Marketing or similar.</p> <p data-bbox="204 1671 448 1704"><i>Skills and Abilities</i></p> <p data-bbox="204 1749 719 1827">Outstanding interpersonal, relationship building and advisory skills.</p> <p data-bbox="204 1872 719 1939">Strong communication, both verbal and written.</p> <p data-bbox="204 1984 783 2018">Excellent presentation and negotiation skills.</p>	<p data-bbox="810 1055 959 1088"><i>Experience</i></p> <p data-bbox="810 1133 1334 1312">Minimum of three years' relevant professional experience with a focus on membership engagement or account management, with relevant technology involvement.</p> <p data-bbox="810 1368 1222 1402">Event management experience.</p> <p data-bbox="810 1637 1054 1671"><i>Skills and Abilities</i></p> <p data-bbox="810 1760 1350 1861">Good understanding or interest in the international climate change agenda and sustainable development.</p> <p data-bbox="810 1917 1350 1984">Understanding of social networking tools and their application</p>

<p>Ability to work at all levels across a range of organisations, to form solid working relationships with colleagues, Chapter Leads, WEF representatives and other relevant stakeholders.</p> <p>Ability to work well within a team, to be flexible and committed to the collective output of the project, and to be able to manage oneself independently in a high-pressure environment.</p> <p>Ability to work at pace whilst maintaining attention to detail</p> <p>Ability to self-motivate, with strong organisational and time management skills.</p>	
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All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy and all relevant procedures.

Screening Check Requirements

We have a legal responsibility to ensure you are eligible to live and work in the UK.

Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/right-to-work-checks-employing-eu-eea-and-swiss-citizens)

Application Process

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to hr@hughes.cam.ac.uk.

The closing date for applications is **Midday (GMT) on Wednesday, 1 December**. Interviews will be held at Hughes Hall, Cambridge.

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/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf> and also on page 7 of the application form.

For an informal discussion about the post, please contact the Sylvie Baird on spb66@hughes.cam.ac.uk . If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.