



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Job Description Academic Community Manager

This is an exciting opportunity for an experienced Community Manager to join the Hughes Hall Centre for Climate Engagement to build and manage an international network of academics working on climate law and governance.

<b>Job Title</b>	Academic Community Manager
<b>Location</b>	Centre for Climate Engagement, Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Emily Farnworth, Director
<b>Contract Type</b>	3 Year fixed term, 1 FTE (0.8FTE would be considered)
<b>Probation Period</b>	Six months
<b>Salary Range</b>	Grade 7 - SP 39 - 48, (£32,348 - £42,155)
<b>Hours of Work</b>	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.
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.
<b>Pension Eligibility</b>	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.
<b>Mental Health Peer Support Programme</b>	All staff members have access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>• Medicash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>)</li><li>• Free lunches on working days</li><li>• Free Life Assurance cover</li><li>• Enhanced sick pay</li><li>• Cycle purchase scheme</li><li>• Annual season ticket loan</li><li>• Free on-site car parking (subject to availability)</li></ul>

# About Hughes Hall and the Centre for Climate Engagement

## **Hughes Hall**

Hughes Hall is one of the 31 Colleges of the 800-year-old University of Cambridge, and one of just four of these Colleges dedicated to undergraduates aged 21 and over and postgraduates. A mission of the College is to use academic learning to bring about real change and growth in the world.

Hughes Hall hosts a number of Bridge Centres, which aim to bridge academic, policy and professional worlds. The [Centre for Climate Engagement](#) is one of these centres, along with [Cambridge Digital Innovation](#), [Oracy Cambridge](#), and the [Digital Education Futures Initiative](#). These centres are focal points for the wider development and application of a number of special research activities and projects.

The Hughes Hall [website](#) contains further information about its 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 this brings to business, together with a set of guiding 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 24 such Chapters, including Chapter Zero in the UK, which is also hosted by the Centre for Climate Engagement. The Secretariat plays a significant role in both maximising the impact and collaboration of existing chapters and accelerating the development of new ones.

## **Job Purpose**

The Academic Community Manager will join a vibrant and growing team to develop and manage an international group of academics focused on climate governance, law and policy to support key programmes across CCE that involve bridging between academics, board directors and legal professionals focused on climate action. The immediate priority will be on building a group of academics specifically centred on effective climate governance on boards for an international conference in June 2023. In parallel, there is a need to develop and cultivate partnerships with academics researching areas of law that can promote and facilitate climate action and those offering professional development opportunities to board directors and legal professionals. The Academic Community Manager will report to the Director of the Centre for Climate Engagement.

## **Main Duties**

- Build and actively manage a network of academics, using the University of Cambridge as a base, focused on academic excellence in climate governance, law and policy
- Engage with the Business Schools for Climate Leadership (BS4CL) group of leading universities focused on climate governance, board engagement and non-executive/executive education
- Build links with universities and research institutes to increase availability of data around climate effective boards
- Help identify research relevant to climate governance, law and policy for climate action sharing with the knowledge brokering team and wider CCE teams
- Engage with key academic institutions to help disseminate the CCE's latest insights on climate governance, law and policy working closely with the CCE knowledge brokering team and the Climate Governance Initiative team
- Engage with providers of climate governance executive education to understand existing or potential courses that will be suitable for non-executive directors
- Identify providers of professional development courses for lawyers interested in climate action
- Support the development of a fellowship programme to engage lawyers in building their insight and professional understanding of the role of law in managing climate risks and accelerating climate action
- Represent the CCE in university climate networks including Cambridge Zero's regular reporting meetings, among others
- Support ongoing communication and engagement with the CCE academic community including regular e-newsletters, events and dinners.

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
<b><i>Education and Experience</i></b>	
<p>Bachelor's degree (or equivalent) in a relevant subject, e.g. International Relations, English, Economics, or similar.</p> <p>Minimum of five years' relevant professional experience of community management and engagement.</p> <p>Event management experience.</p> <p>Experience of contact management systems and the appropriate GDPR requirements.</p>	<p>Further education in a relevant discipline or topic.</p> <p>Experience in the use of software tools for managing and communicating with senior academics and practitioners.</p>
<b><i>Skills and Abilities</i></b>	
<p>Outstanding interpersonal, relationship building and advisory skills.</p> <p>Strong communication, both verbal and written.</p> <p>Excellent presentation skills.</p> <p>Ability to work at all levels across a range of organisations, to form solid working relationships.</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>	<p>Good understanding or interest in the international climate change agenda and sustainable development.</p>

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

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your [Share Code](#) will be required to access this status online.

- [List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK](#)
- [List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK](#)

## 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](mailto:hr@hughes.cam.ac.uk).

The closing date for the applications is Monday 9<sup>th</sup> January 2023 at Midday GMT. Interviews will be held at Hughes Hall Cambridge.

## Data Protection

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post or the application process, please contact Emily Farnworth on [emily.farnworth@hughes.cam.ac.uk](mailto:emily.farnworth@hughes.cam.ac.uk). If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).