



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Job Description

This is an exciting opportunity for an experienced Conference or Event Coordinator to join the Centre for Climate Engagement team at Hughes Hall to support the organisation on a range of events, workshops, dinners and conferences. There is a specific immediate need to support a global conference in Singapore.

<b>Job Title</b>	Event Coordinator
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Manager, Centre for Climate Engagement
<b>Contract Type</b>	Fixed-term to July 2025, full time
<b>Probation Period</b>	Six months
<b>Salary Range</b>	Grade 5 (SP36-38) £29,619-£31,411 dependent on experience
<b>Hours of Work</b>	37.5 hours per week Monday to Friday Blend of office and home-working; pattern to be agreed. Travel to Singapore in early 2023 and June 2023 must also be considered.
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
<b>Medicash Healthcare Plan</b>	All staff members have access to the College's Medicash Healthcare Plan <a href="https://www.medicash.org/">https://www.medicash.org/</a>
<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>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>Additional Benefits</b>	<ul style="list-style-type: none"><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>

## 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 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 various 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.

### **Hughes Hall Centre for Climate Engagement**

The Centre for Climate Engagement (CCE) plays a unique role in bringing leading academic research to a targeted audience of chairs and non-executive directors to accelerate climate leadership on boards in the private and public sectors. The Centre is uniquely placed to develop insights drawing on academic expertise from across the University of Cambridge

and the wider research community, together with independent expertise from the business sector.

The Centre was set up in 2018 as part of the Bridge initiative at Hughes Hall which leverages the College's multi-disciplinary perspective, international nature and external focus to bring the research and expertise of its academic community to solve real world problems.

The Centre has the role of 'host' and Secretariat for 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 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 over 20 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**

The Event Coordinator will report to the Manager of the CCE. The Event Coordinator will work closely with the Academic Community Manager for the CCE in relation to the global conference in Singapore. This is a new role for a fixed term to July 2025 to coordinate events on behalf of the CCE. One of the first priorities will be supporting the organisation and coordination of the delivery of an in-person conference in Singapore in June 2023. Subsequently, the Event Coordinator will be central to the successful planning and delivery of events linked to CCE activities planned throughout the year.

### **Main Duties**

1. Lead on the coordination, planning and delivery of events for the CCE.
  - Coordinate the programme of CCE events and ensure this is promoted, monitored and managed on an ongoing basis to provide a clear schedule of events within Hughes Hall, and externally.
  - Manage the logistics of the CCE Event programme and of individual events, including liaising with relevant Hughes Hall staff and departments.
  - Use the CCE's community management platform to managing event registrants, memberships of the centre, event management logistics, marketing campaigns and event follow-up.
  - Prepare briefings and content required to encourage engagement with events, and successful event delivery.
  - Prepare social media posts and campaigns for events where needed, using social media platforms and apps.
  - Utilise digital tools required to prepare high quality material and event experiences, such as Microsoft 365, Teams, Zoom, Eventbrite.

- Manage the delivery of online events using relevant online tools available.
  - Engage with event speakers to ensure smooth running of events, including obtaining pre-event materials required, and event specific logistics and technical requirements are clear and in place.
  - Ensure that outputs from events are captured as appropriate and manage the development of event summaries as required, co-ordinating with additional writers where needed.
  - Prepare and upload content and outputs to the CCE Website to advertise events, including event summaries to the website.
2. In collaboration with the Academic Community Manager for CCE, support the coordination of the upcoming inaugural international conference on ESG and climate governance, in Singapore, June 2023 which will gather 50 – 100 participants from leading institutions all over the world, specialising in corporate climate governance. Specifically, this may include:
- Collaborating with the SMU team to support them in planning the logistics for the conference.
  - Liaising with the wider CCE and SMU teams to confirm non-academic and private sector participants to invite to the conference.
  - Coordinating and serving as liaison between conference participants and the SMU team
  - Supporting, along with other members of the conference working group, the marketing and communication of the conference.
  - Ensuring the correct systems are in place, through coordinating with the Data Protection Officer, to meet data protection policies.
  - Working with the CCE content team to finalise and share the conference agenda with conference attendees.
  - Supporting the SMU team to develop event feedback surveys and post-event content outputs.

The above is not an exhaustive list of duties. As with any event, there will be a need to be flexible and responsive as plans evolve. The Event Coordinator will have the option to work on site but may also work remotely. Working pattern to be agreed with the Director. The Event Coordinator must have the flexibility for a trip to Singapore in June 2023 to oversee the delivery of the conference.

### Person specification

	Essential	Desirable
<b><i>Education and Experience</i></b>		
Significant relevant professional experience, in event management, communications, marketing or similar.	✓	
Bachelor's degree (or equivalent) in Public Relations, Event Management, Communications, Marketing or similar.		✓
Experience of coordinating and supporting events or conferences, including inperson/hybrid events as well as online events	✓	

Experience of coordinating and supporting an international event or conference.		✓
Experience in a project management role, which involved managing the expectations of a range of stakeholders.	✓	
<b>Skills and Abilities</b>		
Outstanding communication skills, both verbal and written to stakeholders from a range of academic and business backgrounds.	✓	
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.	✓	
Ability to work at pace whilst maintaining attention to detail.	✓	
Ability to self-motivate, with excellent organisational and time management skills.	✓	
Experience of working with contact management systems	✓	
Excellent attention to detail and in planning and communication	✓	
Good understanding or interest in the international climate change agenda and corporate climate action.		✓
Ability to plan for and manage risks.	✓	
Experience of setting up and running online events.		✓
Experience managing and keeping to budget in a project		✓

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

The closing date for applications is 03 April 2023 at midday. Interviews will be held at Hughes Hall.

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, please contact the 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).