



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Job Description: Network Manager, Climate Governance Initiative

This is an exciting opportunity for an experienced Network Manager to join the Hughes Hall Centre for Climate Engagement to work with the Climate Governance Initiative community of international chapters alongside the Engagement Manager.

<b>Job Title</b>	Network Manager, Climate Governance Initiative
<b>Location</b>	Centre for Climate Engagement, Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Alexandra Bolton, Director, Climate Governance Initiative
<b>Contract Type</b>	2 Years Fixed term (to July 2025), 1.0 FTE
<b>Probation Period</b>	Six months
<b>Salary Range</b>	SP 39 £33,966 to SP 40, £34,980
<b>Hours of Work</b>	37 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>• Mediacash 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>

## **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.

The Centre hosts the 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 25 such Chapters around the world 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 Climate Governance Initiative is growing rapidly, and the team is looking for an energetic and dedicated Network Manager to support the coordination, communication and engagement with Chapters (networks of Non-Executive Directors) around the world. The Network Manager will work with across the CGI secretariat team to support engagement with the Chapters, encouraging exchange as well as knowledge building across this growing network. In particular, the Network Manager will work closely with the Chapter Engagement Manager to support the implementation of strategy and ensure effective communication with the growing group of Chapters.

### **Main Duties**

With direction and support from the Chapter Engagement Manager:

#### **Chapter Engagement**

- Assist Chapter Leads with queries and signposting to further information.
- Support the development of assigned Climate Governance Initiative Chapters with reference to the Chapter development strategy.
- Build overall understanding of Chapter development and priorities, through regular meetings, ensuring Chapter representatives understand the support offered by the Secretariat.
- Assist Chapters with self-assessment progress reviews on an annual basis.
- Support the integration of new Chapters into the network with induction calls and orientation sessions. Collate information into a guidebook for Chapter's to use improve their engagement with their membership.

- Source best practice examples of Chapter engagement for a monthly newsletter
- Assist in event planning on a global context to support the mission of the organization
- Suggest and implement improvements to increase engagement of Chapters with resources/new content and material and increase member event attendance.
- Support the Professional Education committee and any associated working groups and manage the process to support Chapters set up professional education courses aligned with the Climate Governance Initiative core curriculum.
- Support other Climate Governance Initiatives Working Groups/Committees as appropriate.

**Contact Management and Coordination**

- Support 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).
- Be the lead for the Contact Management system ensuring data and processes keep up to date with the ever-evolving membership network.
- Support mechanisms to generate feedback from Chapters, including through surveys and informal conversations.
- Prepare consolidated statistics such as membership numbers, company pledges and highlights for annual meetings and regular reports, perhaps quarterly.
- Support the development of the contact database for high level speakers and support their deployment at Chapters or internal request on a global level.
- Attend and support global video calls with the membership network, sourcing best practice examples of Chapter success to invite to showcase on the calls.

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**

<p><b>Essential</b></p> <p><i>Education and Experience</i></p>	<p><b>Desirable</b></p> <p><i>Experience</i></p>
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<p>Bachelor's degree (or equivalent)</p> <p><b><i>Skills and Abilities</i></b></p> <p>Outstanding interpersonal, relationship building and advisory skills.</p> <p>Strong communication, both verbal and written.</p> <p>Excellent presentation and negotiation skills.</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> <p>Ability to undertake occasional national and international travel.</p>	<p>Significant relevant professional experience with a focus on membership engagement or account management, with relevant technology involvement.</p> <p>Contact database or contact management experience.</p> <p>Speaking or written proficiency in another language.</p> <p>Familiarity with remote working environment.</p> <p><b><i>Skills and Abilities</i></b></p> <p>Good understanding or interest in the international climate change agenda and sustainable development.</p> <p>Familiarity with working across global time zones.</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**

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 Tuesday 29 August 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 [climate@hughes.cam.ac.uk](mailto: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](mailto:hr@hughes.cam.ac.uk).