



HUGHES
HALL
UNIVERSITY OF CAMBRIDGE

Climate Governance Initiative (the Initiative) – Associate Director for Communications and Engagement - Centre for Climate Engagement

An exciting opportunity for an experienced Associate Director for Communications and Engagement to join the Centre for Climate Engagement team at Hughes Hall to support the Climate Governance Initiative – a unique and growing global platform for boards run in collaboration with the World Economic Forum.

Job Title	Associate Director for Communications and Engagement
Location	Centre for Climate Engagement, Hughes Hall, University of Cambridge
Reporting to	Director, Climate Governance Initiative
Contract Type	Fixed term to July 2025
Probation Period	Six months
Salary Range	Grade 10, SP59-SP61 (£61,198 - £64,914)
Hours of Work	37.5 hours per week (Monday to Friday) Blend of office and home-working; pattern to be agreed.
Annual Leave	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
Pension Eligibility	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
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
Additional Benefits	<ul style="list-style-type: none">• Medicash healthcare plan (https://www.medicash.org/)• Free lunches on working days• Free Life Assurance cover• Enhanced sick pay• Cycle purchase scheme• Annual season ticket loan• Free on-site car parking (subject to availability)

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.

Hughes Hall Centre for Climate Engagement

The Centre for Climate Engagement 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 around 30 such Chapters, including Chapter Zero in the UK, which is also hosted by Hughes Hall. The Climate Governance Initiative plays a significant role in both maximising the impact and collaboration of the existing chapters and accelerating the development of new ones.

Job Purpose

This is a new senior and strategic role that will bring energy and enthusiasm to a growing, international initiative with huge potential for driving impact in board rooms around the world.

The overall purpose of the role is to provide leadership, oversight and coordination of the Initiative's communications and engagement agendas. The post holder will primarily be responsible for the creation, development and project delivery of the strategic communications and engagement framework in which to position Initiative's current and future programme agenda, funding and operation to create ongoing growth and impact.

The Associate Director for Communications and Engagement takes the lead, on behalf of the Director, to ensure that the Initiative's engagement and communications agenda is properly resourced, planned and administered. The role-holder will be responsible for all aspects of the Initiative's communications and engagement management, including supervision of Branding, Communications, Content, Knowledge Exchange, Engagement, Chapter Engagement, and Chapter Development.

Externally, the role-holder will be expected to liaise and network with key stakeholders. This will include representing the Initiative as required at external meetings.

Internally, the role holder will be a member of the Initiative's Leadership Team, will lead the Content and Communications Committee, and the Chapter Development Committee.

The Associate Director for Communications and Engagement will report to the Director, who leads the Climate Governance Initiative team. The role holder will lead and manage the Initiative's Communications, Engagement, and Knowledge Exchange teams.

The role holder is expected to act with a high degree of independence, to work proactively and on own initiative.

Main Duties

- Lead on the creation, development and implementation of the Initiative's communications and engagement strategy for international business, policy and academic engagement, in alignment with the Climate Governance Initiative's overall strategy and vision. Balance the potentially conflicting priorities of partners and stakeholders. Draw on the Initiative's and Chapters' existing resources and networks to support these processes.
- Lead on the Initiative's internal and external communications and engagement activities, including regular international events. Prepare and design publicity and promotional materials to be presented on the Initiative's website to raise the profile of the Initiative. Identify suitable opportunities to produce case studies and white papers. Prepare media releases and promotional material as required.
- Lead the work with key Chapters, and especially their Communications and Engagement teams, ensure that Chapters' outputs are supportive of and supported by the Initiative's communications and engagement strategy.
- Create a strategy to identify and approach potential new international communications and engagements partners, in conjunction with Initiative's Partnership team, while liaising to ensure existing relationships are nurtured.
- Supervise the Initiative's communications workstream, including content creation and knowledge exchange, providing advice and strategic direction as required. Manage the creation, development, and implementation of a cohesive communications strategy for the Initiative, working closely with the Content and Knowledge Exchange Teams, to ensure widespread dissemination. Monitor the delivery of the strategy and communications channels used to ensure they are responsive to evolving audience needs. Supervise external consultants working with Initiative in the communications arena.
- Manage and oversee effective communication via the Initiative's website, Climate Governance hub and social media channels, including production of content for strong knowledge exchange.
- Supervise the Initiative's engagement workstream, including the Chapter engagement, and Chapter development programmes, visits by senior individuals from government, academia, business and industry; roadmapping, workshops and seminars; and appropriate publicity for the projects. Supervise external consultants working with CGI in the engagement arena.
- Work closely with Initiative's Head of Operations to ensure that communications and engagement projects comply with funder requirements, solving any problems that may arise from conflicting requirements.
- Produce clear and concise reports on complex matters on CGI activities for the senior stakeholders, including the Initiative's Governing Board, and various audiences as requested. Provide advice and guidance to the CGI leadership team and Chapters on matters within the engagement and communications areas.
- Lead on the production of regular stakeholder surveys, collating and reporting on feedback and communicate improvements and changes in response to the surveys.
- Represent Initiative at external meetings. Act as a first point of contact for stakeholders wishing to engage with the Initiative.

- Design and run internal and external workshops and events on behalf of the Initiative, developing presentations and materials as required.
- Lead the development and implementation of the CGI brand strategy, ensuring consistent use of the CGI brand on materials and events across the network in line with the existing brand guidelines, including for new Chapter launches.
- Develop an awareness and understanding of the external climate governance marketplace, keeping up-to-date on other organisations in the same area.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required. All employees are expected to work collaboratively to support the overall work of the initiative. The Associate Director for Communications and Engagement will be required to work on site but may also work for part of the week remotely. Working pattern to be agreed with the Director. Given the global nature of the Initiative, the role will require some flexibility on working hours outside of standard office hours, and some national and international travel.

Person specification

	Essential	Desirable
<i>Education and Experience</i>		
Bachelor's degree (or equivalent) with skills and knowledge appropriate to the role	✓	
Significant experience leading successful engagement and communication campaigns for both internal & external audiences	✓	
Experience of creating, developing and implementing strategic communications and engagement strategies	✓	
Experience in leading high performing communications and engagement teams	✓	
Experience of work on complex large-scale projects that move at pace	✓	
Proven ability to provide briefings and strategic communications advice to senior stakeholders	✓	
Administrative or project management experience, with proven budget management experience.	✓	
<i>Skills and Abilities</i>		
Outstanding communication skills, both verbal and written, with strong presentation skills.	✓	
Proven experience of stakeholder management, multi-channel engagement and communication campaigns	✓	
Excellent knowledge and understanding of communications practices, tools and techniques in digital media.	✓	
Excellent understanding of social networking tools and their application.	✓	
Ability to understand and simplify complex issues accurately	✓	

Ability to lead a team, to be flexible and committed to the collective output of the project, and to be able to manage both oneself and the team in a high-pressure environment.	✓	
Exceptional project management and organisational skills combined with a strong attention to detail	✓	
Ability to work at pace whilst maintaining attention to detail.	✓	
Ability to self-motivate, with excellent organisational and time management skills.	✓	
Good understanding or interest in the international climate change agenda and corporate climate action.		✓
Experience of running workshops, events and conferences, in person, virtual and hybrid.		✓
Experience of producing videos and podcasts, and developing websites.		✓
Ability to travel within UK and internationally		✓

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.

The closing date for applications is 27 November 2023 at midday. Interviews will be held at Hughes Hall, Cambridge in the week commencing 4 December 2023.

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, please contact the Alexandra Bolton ahb34@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.