

Job title	Project Coordinator (Schools) Gatsby Plant Science Education Programme
Grade	Grade 6
Salary range	£27,629 - £32,958 per annum
Staff Group	Assistant
Department / Institution	The Sainsbury Laboratory

Role-specific information

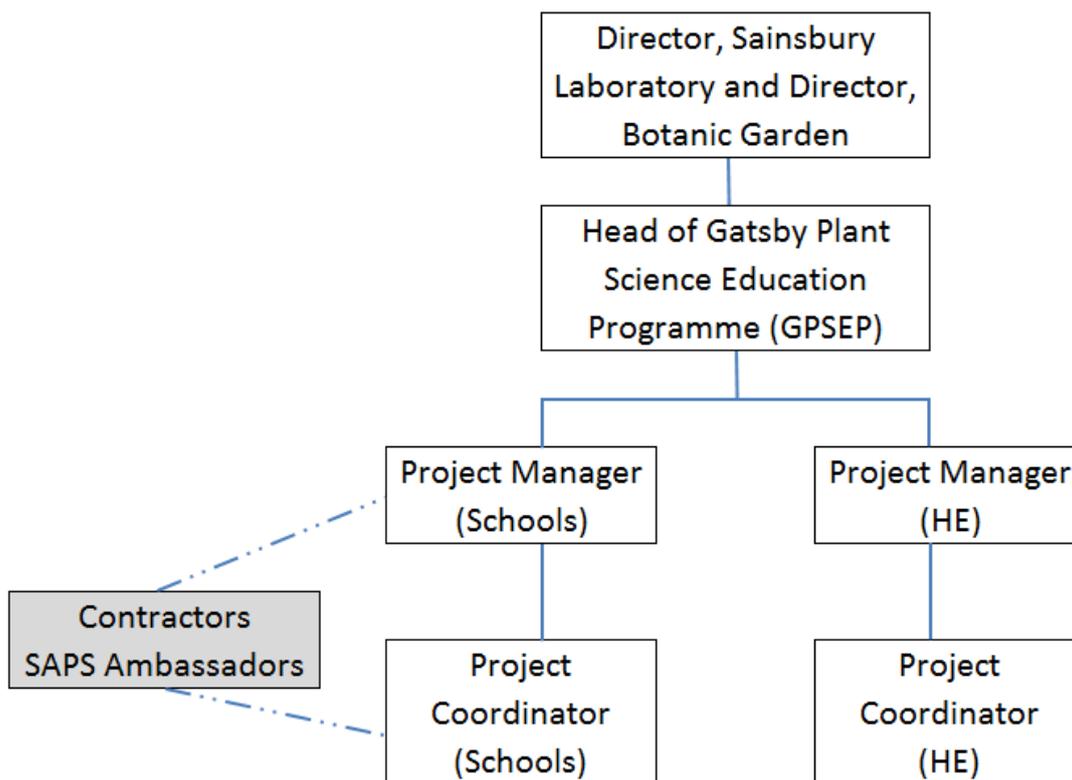
Role Summary

The Gatsby Charitable Foundation has funded a number of plant science education projects at the University of Cambridge since 1990. These include the long-standing Science and Plants for Schools (SAPS) project and the Gatsby Plant Science Summer School. This programme of support for plant science aims to make a demonstrable difference to the teaching and learning of plant science at all ages in the UK.

The role holder will play a crucial part in designing and maintaining the systems that underpin the activities of the Science and Plants for Schools (SAPS) communications, events, outreach, and training programmes.

The role holder is expected to enhance and develop the projects as they progress whilst supervising external contractors. The post has a wide range of responsibilities including administering the SAPS Associate and Ambassador programmes, SAPS website (uploading content, managing maintenance contracts and overseeing security of website and its data), alongside programme communications such as e-newsletters, maintenance of social media platforms and mailings to our 6000+ members.

Organisational Chart



Key Responsibilities

Event development, planning and management
Plan and implement presence of SAPS at 3 UK science teacher conferences each year, event manage ‘train the trainer’ events for Initial Teacher Educators, along with alumni events. Organise SAPS annual Summer School in conjunction with external professional development providers. Develop and administer new online SAPS learning platforms. Prepare risk assessment and troubleshoot at events. Prepare evaluation materials (e.g. surveys). Present at key SAPS events, provide event administration throughout.
Financial management
Prepare requisitions, quotes and dispensation for SAPS purchases using iProcurement systems, following University of Cambridge finance regulations. Manage grant payments for the Associate grant scheme. Produce and maintain budgets for SAPS events (conferences etc.). Process expense claims for SAPS ambassadors and tutor payments according to University procedures. Maintain local finance records.
Database management
Initiation of contacts database for SAPS teacher and technician contacts (6000+ contacts). Develop SAPS Ambassador and trainer network. Maintain database data integrity, including annual verification and validation of contacts and addition of new contacts. Manage initial teacher education contact recruitment. Ensure all data kept through the SAPS project complies with University procedures under the Data Protection Act. Create user friendly systems for safe storage of all key SAPS assets including teaching resources, images and data.

Communications

First point of contact for SAPS email, telephone and postal enquiries, process 'Ask the Expert' enquiries. Manage annual mailshot to all secondary schools and colleges in the UK. Maintain SAPS website using Content Management System to update and develop content. Prepare monthly breakdown and report website activity using website analytics. Deliver weekly e-newsletter to registered contacts (6000+ individuals) through email marketing software, using analytics to report on campaigns. Prepare and oversee publishing of social media content. Face to face promotion of SAPS materials with event participants. Provide training/guidance on use of SAPS web materials to Ambassador network.

Marketing

Prepare and commission the design and publication of promotional materials, organise and promote project publicity events and seminars, design and build events stands. Carry out duties related to the publicity of the SAPS project and support promotion of GPSEP activities and events to core audiences.

Office management

Implement appropriate Health and Safety regulations in programme activities, compilation of event risk assessments and checks. Develop and implement standard procedures for administration of SAPS activities. Maintain contact with Sainsbury Laboratory and Botanic Garden admin teams and attend meetings as appropriate. Nurture connections and network with other university departments. Conduct annual review of SAPS event logistics.

Person Profile

This section details the knowledge, skills and experience we require for the role.

Education & qualifications	<ul style="list-style-type: none"> • Educated to first degree level (or equivalent experience)
Specialist knowledge & skills	<ul style="list-style-type: none"> • Highly skilled in events management • Good skills in project management, ability to plan, budget and evaluate projects • Proficient with web based systems, including website Content Management Systems, social media, and mass emailing systems, with the ability to learn new systems • Good knowledge of financial administration • Good knowledge of marketing and communications, ability to target certain audiences with the right messages and products • Good knowledge of office administration, ability to set up and manage systems and databases • Good IT skills, proficient with Microsoft Office software (Word, Excel, Outlook, Access and PowerPoint)
Interpersonal & communication skills	<ul style="list-style-type: none"> • Excellent communication skills, ability to negotiate with contractors, engage with educators and communicate professionally and confidently with senior academic staff • Ability to speak and write clearly and succinctly, whether presenting or writing for an email newsletter
Relevant experience	<ul style="list-style-type: none"> • Experience of managing and prioritising a number of successful events • Experience of budgeting and financial procedures for events and marketing • Experience in a busy administrative role supporting a team of people • Experience of setting up and managing office systems
Additional requirements	<ul style="list-style-type: none"> • Ability to develop ideas from conception to completion with creativity and ingenuity • Ability to remain calm and professional under pressure and in demanding situations with conflicting priorities • Ability to proactively prioritise workloads, work to tight deadlines and delegate tasks, being highly organised and encouraging colleagues to be similarly efficient • Prepared to occasionally work outside of normal hours and to spend an occasional night away from home • Experience of working on his/her own initiative <p>Desirable</p> <ul style="list-style-type: none"> • Demonstrable interest in young people and science education

Terms and Conditions

Location	Office located adjacent to the Sainsbury Laboratory within Cambridge University Botanic Garden
Working pattern	Full-time
Hours of work	Your normal hours of work are 36.5 hours, Monday to Friday. Your times of work will be notified to you by your line manager.
Length of appointment	Fixed-term: The funds for this post are available until 31 March 2020 in the first instance.
Probation period	6 months
Annual leave	Full-time employees are entitled to annual paid leave of 7.2 weeks (or 36 days) inclusive of public holidays.
Pension eligibility	Cambridge University Assistants' Contributory Pension Scheme (CPS). Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: http://www.pensions.admin.cam.ac.uk/ .
Retirement age	The University does not operate a retirement age for assistant staff.

Screening Check Requirements

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it. If you need further information, you may find the Right to Work page within the 'Applying for a job' section of the University's Job Opportunities pages helpful (please see <http://www.jobs.cam.ac.uk/right/have/>).

Application Process

To submit an application for this vacancy, please click on the link in the 'Apply online' section of the advert published on the University's Job Opportunities pages. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is Sunday 04 June 2017. Interviews are scheduled to be held during the week commencing 12 June 2017.

If you have any questions about this vacancy or the application process, please contact enquiries@slcu.cam.ac.uk.

General Information

The University of Cambridge

The University of Cambridge is one of the world's oldest and most successful Universities, with an outstanding reputation for academic achievement and research. It was ranked first in the 2011 QS World University Rankings and its graduates have won more Nobel Prizes than any other university in the world. The University comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous colleges.

The University and the Colleges are linked in a complex historical relationship. The Colleges are self-governing, separate legal entities which appoint their own staff. They admit students, provide student accommodation and deliver small group teaching (supervisions). The University awards degrees and its faculties and departments provide lectures and seminars for students, determine the syllabi for teaching and conduct research.

There is much more information about the University at <http://www.cam.ac.uk/univ/works/index.html> which we hope you will find helpful.

The Sainsbury Laboratory

The Sainsbury Laboratory Cambridge University (SLCU) is a new research institute funded by the [Gatsby Charitable Foundation](#). The aim of the Laboratory is to elucidate the regulatory systems underlying plant growth and development. SLCU will ultimately house approximately 12 research groups each consisting of around 12 researchers. The laboratory runs a range of centrally managed facilities and services including plant growth facilities, microscopy, tissue culture rooms, level 2 containment facility and a seed store.

Further information about the Sainsbury Laboratory is available at: <http://www.slcu.cam.ac.uk/>
Information about two projects of the Gatsby Plant Science Education programme can be found at <http://www.slcu.cam.ac.uk/outreach/gatsbyplants> and www.saps.org.uk

What the University can offer you

One of our core values at the University of Cambridge is to recognise and reward our staff as our greatest asset. We realise that it's our people who have built our outstanding reputation and that we will only maintain our leading position in the academic world by continuing to attract and retain talented and motivated people. If you choose to come and work with us, you will find that we offer:

- **Excellent benefits** – You will be eligible for a wide range of competitive benefits and services, including numerous discounts on shopping, health care, financial services and public transport. We also offer defined benefits pension schemes and tax-efficient bicycle, car lease and charity-giving schemes.

We will help you balance your home and work life by providing you with generous annual leave entitlement and procedures for requesting a career break or flexible working arrangements if you need them. You will also have access to a range of well-being support services, including in-house Occupational Health and Counselling services. If you have childcare responsibilities, you may also benefit from the enhanced maternity/adoption pay, two nurseries and a holiday play scheme that we provide.

We are keen to welcome new employees from other parts of the UK and other countries to Cambridge. If you will be relocating to Cambridge on a centrally funded appointment of two years or more, you may be eligible for our relocation expenses scheme. The University Accommodation Service (<http://www.accommodation.cam.ac.uk/>) will also be available to help you find suitable rented accommodation and to provide advice on renting arrangements and local facilities, if required. In addition, certain academic and academic-related appointments are eligible for the Shared Equity Scheme which offers financial assistance with the purchase of living accommodation.

- **A welcoming and inclusive environment** - We will help you settle into your new role and working environment through a central University induction event, local induction activities and our online induction package. Where appropriate to your role, you will have a probation period to provide a supportive framework for reviewing your progress and discussing your training and development needs.

If you are relocating to Cambridge, you and your family will be welcome to attend the Newcomers and Visiting Scholars Group, which provides an opportunity to find out more about Cambridge and meet other people new to the area.

- **Extensive development opportunities** - The encouragement of career development for staff is one of the University's core values. We put this into practice through various services and initiatives, including:
 - A wide-range of training courses and online learning packages.
 - The Staff Review and Development (SRD) Scheme, which is designed to enhance work effectiveness and facilitate career development post-probation.
 - Leave for career and personal development, including long-term study leave for assistant staff and sabbatical leave for academic staff.
 - The CareerStart@Cam programme, which supports assistant staff roles without higher education qualifications to develop their skills, experience and qualifications. Assistant staff may also apply for financial assistance for study which results in a qualification.
 - Reduced staff fees for University of Cambridge graduate courses.
 - The opportunity to attend lectures and seminars held by University departments and institutions.
 - Policies and processes dedicated to the career development of researchers and the implementation of the principles of the Concordat, which have led to the University being recognised with an HR Excellence in Research Award by the European Commission.

You can find further details of the benefits, services and opportunities we offer can be found in our CAMBens Employee Benefits web pages at <http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>. A range of information about living and working in Cambridge is also available to you within the University's web pages at <http://www.jobs.cam.ac.uk/> and <http://www.hr.admin.cam.ac.uk/hr-staff/information-staff>.

Equality of Opportunity at the University

We are committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat job applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

We have various diversity networks to help us progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, we were ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013 and we hold an Athena SWAN silver award at organisation level for promoting women in Science, Technology, Engineering and Medicine.

We are supportive of staff with caring responsibilities, such as through our flexible working, career break and returning carers schemes. We encourage individuals to include details of any breaks in employment due to caring responsibilities in applications for employment so that these can be taken into consideration in assessments made, where appropriate.

Information if you have a Disability

The University welcomes applications from individuals with disabilities and we are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so, and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>.

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time. If you prefer to discuss any special arrangements connected with a disability, please contact, Amy Coussell, Senior HR Coordinator, who is responsible for recruitment to this position, on 01223 (7)61115 or by email on Amy.Coussell@slcu.cam.ac.uk. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.