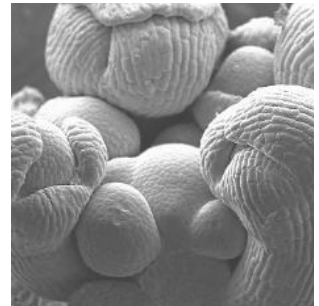
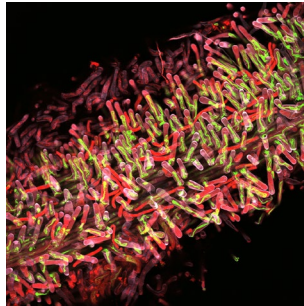
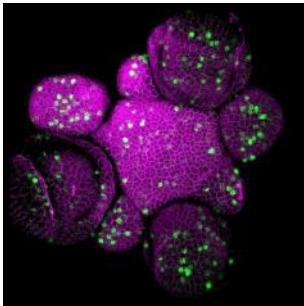


Project & Communications Coordinator in Higher Education

Sainsbury Laboratory Cambridge University (SLCU)

December 2024

Job Reference: PT44446



The role

Salary:

£33,232 - £39,105

Contract:

Assistant

Fixed term

Location:

Sainsbury Laboratory

Department:

GPSEP

Responsible to:

Project Manager in

Higher Education

Working pattern:

Full-time

36.5 hours per week

Role Summary

The Project and Communications Coordinator (Higher Education) role is a core part of the Gatsby Plant Science Education Programme (GPSEP), administered through the Sainsbury Laboratory, University of Cambridge, with the office situated in the Cambridge University Botanic Garden. The role holder will coordinate engagement activities focused on plant science for UK post-16 and undergraduate audiences. Along with the HE Project Managers, they will administer ambitious student engagement projects that aim to inspire the next generation of plant scientists.

A large part of the role is to event manage and coordinate the prestigious, annual Gatsby Plant Science Summer School (GPSSS) and Rootstock summer school for undergraduates, also including communication with all attendees and contractors, marketing, student recruitment, and administration.

They will also support alumni of the summer school with clear communications of career-enhancing opportunities and the management of resources and activities tailored to them.

Other important projects involve maintaining, overseeing, and creating content for the social media channels associated with the Higher Education projects. Also, supporting the Project Managers with the maintenance of the Plant Science Futures website designed to enthuse post-16 audiences across the UK with plant biology.

The GPSEP is funded by the Gatsby Charitable Foundation.



Key Responsibilities

Events Management

- Oversee coordination of all Higher Education (HE) events.
- Manage venue tenders and contracts alongside recruitment of students, registration and first point of contact of all attendees.
- Troubleshoot issues regarding travel and accommodation.
- Manage the development of social programmes including recruitment and supervision of social team leads.
- Responsible for recording risk assessments and overseeing Health and Safety of participants during events.
- Coordinate the alumni programmes, additional engagement opportunities and university transition age student events.

Communications

- Maintain and create content for our social media channels (Bluesky, X, Instagram) for students, alumni and GPSEP audiences.
- Management of our YouTube channel including analytics and optimisation.
- Oversee student event recruitment process.
- Prepare surveys and undertake evaluation data capture of alumni.
- Develop connections to alumni through employment orientated social network sites such as LinkedIn.
- Communicate succinctly and effectively with academics, professionals and our networks to maintain strong relationships.
- Manage the HE associated websites, including updating pages and content via Content Management Systems and preparation of usage metrics using analytics software.

Marketing

- Carry out duties related to the publicity of the HE projects.
- Prepare promotional materials (inc. event promotion, posters, banners, leaflets etc.), prepare, design and publication of event programme booklets, organise and promote project publicity events and activities.
- Support promotion of GPSEP activities and events to core audiences.

Database Management

- Create and maintain systems for safe storage of alumni data, alongside assets including resources and images.
- Ensure all data complies with University procedures under the Data Protection Act. Develop and maintain contacts database for HE and outreach projects.
- Collaborate with GPSEP team to ensure data is effectively utilised for the maximum benefit of the programme.

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 HE programme activities.
- Maintain contact with the Sainsbury Laboratory (SLCU) and Cambridge University Botanic Garden (CUBG) admin teams and attend meetings as appropriate.
- Nurture connections and network with other university departments.
- Conduct annual review of HE event logistics.

Financial Management

- Prepare requisitions, quotes and procurement for HE project purchases using iProcurement systems, following University of Cambridge finance regulations.
- Manage grant payments for event participants, and HE projects.
- Produce and maintain budgets and finance records for HE events and projects (Summer Schools, conferences, alumni activities).
- Process expense claims for event participants, travel bursaries and tutor payments according to University procedures.
- Prepare tender documentation and oversee contract preparation for venue/ platform hire/purchase.



Person Specification

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

Criteria	
Education & Qualifications	<ul style="list-style-type: none"> • Educated to first degree level or equivalent professional experience
Specialist knowledge & skills	<ul style="list-style-type: none"> • Strong competence in coordinating or managing events • Highly skilled in engaging with students, senior academic staff and negotiating with contractors professionally and confidently • Good knowledge of marketing and communications, with the capability to target specific audiences with impactful messages • Good skills in project management, competency in planning, budgeting, and evaluating projects with successful outcomes • Proficient in setting up and managing efficient systems and databases • Advanced skills in utilising IT tools, social media, and web-based systems to enhance operations • Familiarity with the Adobe Creative suite is desirable • Familiarity with Craft CMS and Zoho (or any other CMS and CRM system) is desirable
Relevant Experience	<ul style="list-style-type: none"> • Proven track record of successfully managing or coordinating large-scale and high profile events • Demonstrated expertise in creating and communicating effective social media content within a professional setting, with measurable success • Experience of budgeting and financial procedures • Significant experience in a dynamic administrative role, providing effective support to a team • Professional experience of working with 16+ and undergraduate students is desirable
Additional Requirements	<ul style="list-style-type: none"> • Ability and willingness to learn new online/IT systems • Ability to proactively prioritise workloads, work to deadlines and delegate tasks where necessary • Highly organised and detail orientated • Ability to work away from home for the week of the Gatsby Plant Science Summer School • An interest in young people and science education is desirable • Ability to develop ideas from conception to completion with creativity and ingenuity is desirable • An interest in plant science research is desirable

The Sainsbury Laboratory

Sainsbury Laboratory Cambridge University (SLCU) is an independently funded research institute focussed on increasing understanding of the regulatory systems underlying plant growth and development. The Gatsby Plant Science Education Programme (GPSEP) is a project administered through the Laboratory; it aims to increase participation and interest in plant science in UK schools and universities, through online resources for students, school and college teachers, support for education professionals, and annual undergraduate plant science summer schools.

About GPSEP

The Gatsby Plant Science Education programme (GPSEP) is a joint education project with the Cambridge University Botanic Garden, situated within the grounds in central Cambridge. GPSEP has close connections with many other University of Cambridge departments, including Plant Sciences and the Faculty of Education, as well as stakeholder networks, such as the Association for Science Education, The Royal Society of Biology Plant Science group, and many plant science organisations across the UK. See <https://www.slcu.cam.ac.uk/outreach/gatsby-plants> for more information.

Key information

The GPSEP comprises a team of 5.0 FTE staff, with two main programme areas:

- (Schools) Supporting UK school biology teachers and technicians through the Science and Plants for Schools project (www.saps.org.uk);
- (Higher Education) Promoting the engagement and increasing aspiration of UK 16-21 year olds in plant science through engagement projects such as <https://www.plantsciencefutures.org.uk/> and annual summer schools.

SLCU is a community of approximately 160 staff, it is well equipped for pioneering plant science research with a modern 11,000m² award-winning building that incorporates laboratories, support areas, and meeting spaces, together with the University's Herbarium, public café and an auditorium where academic symposia and public talks are held.

The School of Biological Sciences

The School of Biological Sciences is one of six Schools of the University of Cambridge. In line with the University's mission, the academic vision of the School is the pursuit of education, learning and research at the highest international levels of excellence. Our goal is to continue to deliver research and teaching at the highest levels, working in innovative ways to achieve ongoing excellence.

About the School

The research and teaching carried out in the School of the Biological Sciences is diverse and covers animal, human, plant and microbial science from the atomic, molecular and cellular levels through to tissues, organs, whole organisms, populations, ecosystems, biodiversity, and human behaviour. The research has impacts on health and disease across species, agriculture, conservation and the environment as well as on the pharmaceutical and biotechnology industries, with direct translational relevance to



the clinic, public services and social policy, and the bio-economy.

The School is organised into nine Departments (Biochemistry; Genetics; Pathology; Pharmacology; Physiology, Development and Neuroscience; Plant Sciences; Psychology; Veterinary Medicine; Zoology) and four major interdisciplinary research institutes (Gurdon Institute, Cambridge Stem Cell Institute, Sainsbury Laboratory and the MRC Toxicology Unit) all of which are involved in fundamental biological research with varying contributions to undergraduate and postgraduate teaching.

The School has oversight of the Botanic Garden, the Herbarium and the Museum of Zoology through the Departments of Plant Sciences and Zoology respectively. The School also contributes to the Cambridge Conservation Initiative, an unprecedented and highly successful amalgamation of cross-Schools groups and Non-Governmental Organisations.



Terms of Appointment

Tenure and probation

The appointment will be made on a fixed-term basis. The funds for this post are available until 31 March 2026 in the first instance. The appointment will be subject to satisfactory completion of a six month probation period.

Pension

You will automatically be enrolled to become a member of CPS (Cambridge University Assistants' Contributory Pension Scheme). For further information please visit: <https://www.pensions.admin.cam.ac.uk/>

Annual leave

Assistant staff are entitled to annual paid leave of 36 days inclusive of public holidays. The annual leave year runs from 1 October until 30 September.

General information:

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working with 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.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Application process

To submit an application for this position, 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 stated in the advert. If you have any questions about this vacancy or the application process, please email HR@slcu.cam.ac.uk.

Information if you have a disability

The University welcomes applications from individuals with disabilities. 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 <https://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff>

We encourage you to declare any disability that you may have, and any 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, the SLCU Business and Operations Manager, Dr Anne Crozat, who is also the Departmental Disability Officer, on anne.crozat@slcu.cam.ac.uk.

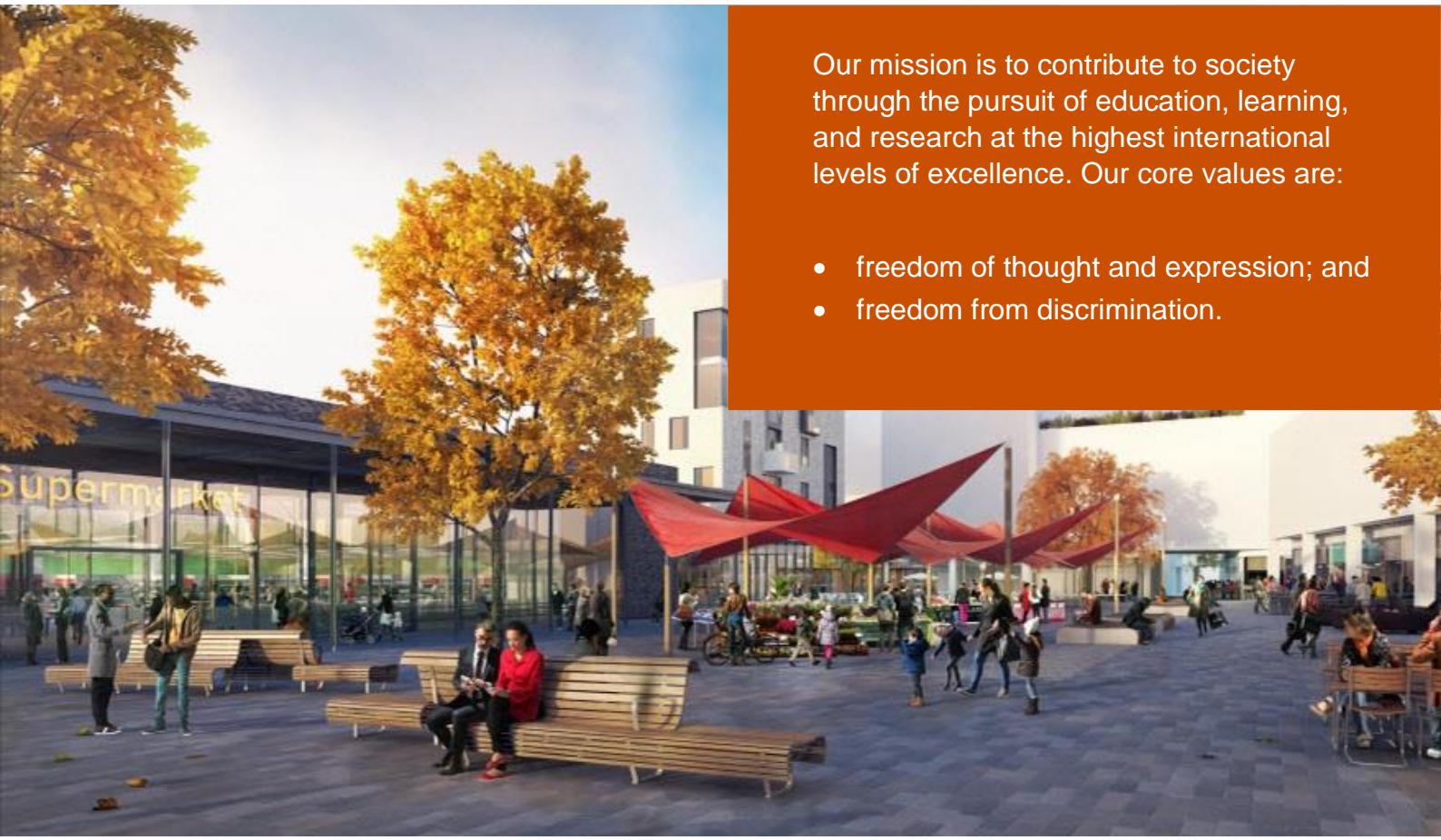
The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of

Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.



Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.

About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual

dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.



“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & Diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available at <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working for others.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement



providing tax and national insurance savings.

CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens.

CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The [Newcomers and Visiting Scholars Group](#) is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here:

<https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Enquiries about GPSEP (apart from the formal application process) should be directed to Claire Pennycuik at:
cp536@cam.ac.uk

If you have any queries regarding the application process please contact the HR Team on hr@slcu.cam.ac.uk.

The closing date for applications is 26 January 2025.

