

<b>SECTION A: THE ROLE</b>	
<b>Job Title:</b>	Programme Coordinator
<b>Institute/Service:</b>	Institute of Science and Environment
<b>Job Grade:</b>	Grade 07
<b>Job Family:</b>	Services
<b>Job Location:</b>	Ambleside
<b>Responsible To:</b>	Director of Research and Knowledge Exchange and the Centre for National Parks and Protected Areas
<b>Role Purpose:</b>	
<p>To work as part of a team to deliver the objectives of the Innovation for Conservation (ICON) Programme ensuring effective delivery of the research-informed conservation programmes in Murchison Falls National Park, Uganda.</p> <p>It is expected that this post holder will support this programme of work within the Institute of Science and Environment and will also regularly engaged with the University of Cumbria's Centre for National Parks and Protected Areas.</p> <p>To engage in scholarly activity and knowledge transfer activities as well as conduct effective financial management, impact tracking, report writing, donor engagement, grant writing, and social media outreach.</p>	

<b>SECTION B: PRINCIPAL DUTIES/KEY OBJECTIVES</b>	
<b>1.</b>	<p><b>Programme management</b></p> <p>Working with colleagues within the Innovation for Conservation (ICON) Programme, the Institute of Science and Environment, the Centre for National Parks and Protected Areas, and across the University of Cumbria to develop and manage programmatic and financial systems needed to implement the ICON Programme. This will involve financial management of the programme's grant support, working directly with the field/community teams working at the site in Uganda, writing of quarterly and annual reports, collaboration with faculty and staff at the university, and leading on donor review meetings and broader events planning.</p>
<b>2.</b>	<p><b>Impact tracking</b></p> <p>Development and management of a data tracking system for tabulating, analysing, and quantifying ICON Programme inputs and outputs. This will involve tracking and reporting of the impacts of the programme across a diversity of key performance indicators. This will also involve review of- and linking to- external frameworks of impact tracking.</p>
<b>3.</b>	<p><b>Report writing</b></p> <p>Develop and disseminate technical quarterly reports and more glossy annual reports that describe the impacts of the ICON Programme on wildlife conservation, human well-being, and various education and socioeconomic characteristics. These reports will capably describe the performance against the programme's KPIs.</p>
<b>4.</b>	<p><b>Donor engagement and event coordination</b></p> <p>Support colleagues within the institute in donor and stakeholder engagement Activities. This will involve organising and attending events and networking to deliver this externally-funded programme. These events will need to be organized and implemented within required timescales and budgets. For agreed activities, act as the ICON Programme's key contact for donor engagement.</p>

5.	<b>Grant writing</b> Work collaboratively with staff in the programme, institute, and central administration of the university to identify and prepare proposals for external funding. This will involve isolating key knowledge gaps, sourcing novel opportunities for proposal development, finding the key external requests for proposals (RFPs), and preparing costings for those submissions.
6.	<b>Social media strategy</b> Develop and implement a social media strategy for describing the ICON Programme's key performance indicators and outputs to the donors, partners, and stakeholders of the programme as well as to broader society. This may also involve content creation in photographic and/or videographic formats.

### **Additional Information:**

You will on occasions and in line with operational needs:

- Be required to work different hours including at weekends/evenings;
- Be required to travel to other campuses and sites as necessary.

In addition to the duties listed here, you will be required to perform other duties which are assigned from time to time. However, such other duties will be reasonable in relation to the grade.

It is the University's intention that this role description is seen as a guide to the major areas and duties for which the post holder is accountable. However, the business will change and the post holder's obligations will vary and develop. The description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

### **Our Values:**

At the University of Cumbria, our values shape the way we work, our culture and environment.

#### *We are PERSONAL*

Individuals are at the heart of what we do, and our culture of belonging recognises and supports every person. As an institution, we have mutual respect for those we work with and for and we care about understanding each other's challenges and helping one another to thrive.

#### *We are PROGRESSIVE*

As a university we have a determination to deliver our mission, which keeps us open to opportunities in front of us. We encourage thoughtful and inspirational ideas, and we tackle problems proactively, with optimism, creativity and courage.

#### *We are ENGAGED*

As stewards of knowledge and place, it is our privilege to champion the region and advocate for the value of education. The University of Cumbria is welcoming to different perspectives, expertise and experiences and we are committed to building and nurturing strong links with our communities.

### **Providing an Inclusive Environment:**

The University of Cumbria is committed to providing an inclusive environment, where staff, students and visitors are encouraged to be their true self, in order to enhance the individual and collective experience. As a university community, we share the social responsibility of enabling this inclusive environment by valuing, respecting and celebrating differences, to ensure that we generate a sense of understanding and belonging.

The university recognises that our differences are our strength, seeking and valuing different perspectives and ideas, in an environment that is without prejudice and bias.

We are committed to embracing our responsibility as a facilitator of change and continue to develop our equality agenda in line with and, where appropriate, beyond the Equality Act 2010. We do not tolerate discrimination, bullying or harassment in any form on the grounds of

age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.

**Health & Safety Statement**

All employees at the University of Cumbria are required to ensure that all duties and responsibilities are discharged in accordance with the University's Health and Safety at Work policy. They should take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Employees should correctly use work items provided by the University, including personal protective equipment in accordance with training or instructions.

<b>Criteria for Grade 7</b> <b>Role Title: Programme Coordinator</b>	<b>Essential/ Desirable</b>	<b>To be identified by:</b>
<b>Qualifications</b> BA or BSc degree in related areas (i.e., programme leadership, conservation, sustainability or related programmes)  Higher Degree (or equivalent at least at Masters level) in a related area	Essential    Desirable	Application Form    Application Form
<b>Experience</b> Previous experience in a relevant role dealing with administrative and information management systems and understanding of the relevant terminology.  Experience of working in higher education and/or awareness of wider University, HE issues and external changes such as innovations, changes in legislation/regulation which impact on the job.  Experience of working on international conservation or human well-being projects, particularly those situated in Sub-Saharan Africa.	Essential   Desirable  Desirable	Supporting Statement/ Interview   Application Form/ Interview   Application Form/ Interview
<b>Knowledge, skills and abilities</b> Detailed knowledge of conservation and sustainability programmes and products/ services to act as a main point of contact/ point of referral for specific procedures, systems, processes, etc.  Ability to lead, manage and develop a conservation and sustainability programme, motivating, developing and encouraging the commitment to learn/secure high performance in others.  Organisation and time management skills to plan and organise activities and events of some complexity including relevant budgeting and planning processes.  Ability to input into the development of Service policy, to propose and implement improvements to systems and working methods and develop internal and external networks.  Skills to research collate and edit material for inclusion in reports/other documents.  Ability to analyse and solve problems with an appreciation of possible longer-term implications.  Ability to explain/present detailed information to non-experts, and to negotiate, and represent work issues on behalf of the Service/Department.  Knowledge of relevant IT packages, information systems and procedures, ability to adapt/transfer skills to use new technology, development and maintenance of websites, eg Office 365.  Professional approach to work and work colleagues and an ability to work independently and show initiative.	Essential   Essential  Essential  Essential  Essential  Essential  Essential  Essential	Supporting Statement/ Interview   Supporting Statement/ Interview  Supporting Statement/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Application Form/ Interview  Interview

<b>Other</b> Commitment to the <a href="#">Strategic Plan</a> of the University especially in relation to equality of opportunity at work, a healthy and safe working environment and the expected behaviours of an effective Leader.	Essential	Interview
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