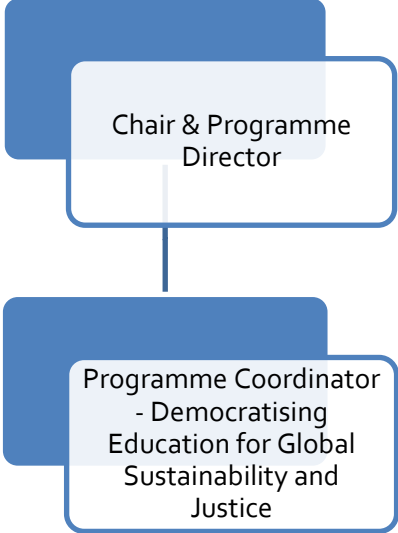




Job Description

<p>Job Title: Programme Coordinator – Democratising Education for Global Sustainability and Justice – Fixed Term Contract</p>	<p>Post holder:</p>
<p>Reporting To :</p> <div style="text-align: center;">  <pre> graph TD A[Chair & Programme Director] --- B[Programme Coordinator - Democratising Education for Global Sustainability and Justice] </pre> </div> <p>The Programme Coordinator reports to the Chair in Sustainable Development Law and Policy, who is Programme Director.</p>	
<p>Main Purpose of Role/Overview :</p> <ul style="list-style-type: none"> • To coordinate, manage, evaluate and report on the Democratising Education for Global Sustainability and Justice programme in collaboration with partners across the University of Cambridge and internationally. • To supervise and refine an appealing, well-targeted and marketed legal and public policy education programme, including online short courses and a longer certificate proposal (w ICE, CAO, MF or others), as a distinctive feature of the university's sustainability offerings. • To ensure learners and alumni receive opportunities to engage in online international events, communities of practice and networking on sustainability issues – especially for low-income and highly climate vulnerable countries, including through partnerships with specific countries, with partners across the University of Cambridge and internationally. • To supervise and strengthen global networks, including technological tools and social media, also Course Ambassadors and alumni, to market and deliver courses and engagement opportunities, together with partners. • To support teaching, research and service under the Chair in Sustainable Development Law and Public Policy, including by organising dialogue and events, managing calendar scheduling, and promoting scholarly works, together with partners across the University of Cambridge and internationally. • To support future development of the programme, including through a sustainable income stream to maintain and enhance the programme's mission, and supporting efforts to ensure donors are satisfied with programme. 	



Main Responsibilities & Duties:¹	Standards of Performance/Results :
<ol style="list-style-type: none"> 1. Implement the programme to time and budget using standard project planning and tracking methods, including preparing final draft progress reports and meetings with partners and donors, and ensuring course offerings are advertised, delivered and monitored, also celebrated on social media. 2. Coordinate and support international dialogue/engagement events (including GSPI lectures, BLGD, CLGD, etc), managing the schedule/calendar of the Chair and programme, ensure events celebrated on social media. 3. Supervise the design, development, editing, piloting and delivery of online education materials and courses, including with ICE, CAO, MF, etc, and build out Moodle / Programme website. 4. Support programme relationships with key countries, partners and donors, with continual assessment, evaluation and implementation of feedback, including analysis of learner impact after course(s)/events and reports on impact, and editing of stories for partner websites / other media. 5. Maintain and strengthen excellent international networks and communities of practice, including with CLGI, BLGI, STILI, VoFG and other partner initiatives, Course Ambassadors and alumni. 6. Support the Chair's events, research, teaching and service in the field of law, policy and sustainability, including through bookings, calendar management, minutes and correspondence. 7. Support the Programme Committee, and programme team's collaborations with partners across the University of Cambridge and internationally. 8. Engage with Lucy, HH and other college students, including Future Global Leaders, and promote the Programme to prospective graduates interested in sustainability. 9. Support financial and administrative reporting, including programme financial management, reporting, and correspondence, as requested. 10. Support IT systems, use of innovative AI tech, compliance with Data Protection requirements and other relevant legislation, as requested. 	<ol style="list-style-type: none"> 1. Programme timeline, workplan, implementation and monitoring delivered, with regular progress reports drafted and shared, in a timely fashion within budget allocation, featured on social media and website(s). 2. High quality engagement events delivered, to the benefit of learners and the global SDGs community, featured on social media and website(s). 3. High-quality online education materials delivered, featured on Moodle/Programme website(s). 4. Increased participation and more diverse programme, with clear information on impact and continuous improvement, and features on partner websites / other media. 5. Strong international events and networks to support learners and SD Law communities of practice. 6. Good programme governance, scheduling and correspondence. 7. Good relationships with academic partners in Cambridge and globally. 8. Joined up working across the College, successful links to Future Global Leaders and other College programmes 9. Good programme administration and financial management 10. Good programme administration, IT/AI infrastructure innovation, and Data Protection / policy compliance



Scope/size of role (budgets, people, etc):	
<p>Significant internal/external relationships : The Programme Coordinator is expected to support the Chair in developing and maintaining effective working relationships with:</p> <ul style="list-style-type: none"> • The Programme Committee, also programme donors such as Cambridge in America and the Moore Foundation (in the USA) and the Centre for International Sustainable Development Law (in Canada). • The Lucy Communications Team, President’s Office, and other Lucy staff, also key faculty staff such as information technology, communications, and operations. • Cambridge-based partners including the Centre for Energy, Environment and Natural Resources Governance (CEENRG), the Bennett Institute for Public Policy, Cambridge Global Challenges, Hughes Hall and other engaged colleges, as well as experts from the Cambridge Institute for Sustainability Leadership (CISL), the Lauterpacht Centre for International Law (LCIL), the University of Cambridge Conservation Research Institute (UCCRI), the Centre for Science and Policy (CSAP), Cambridge Zero and other relevant institutions. • Relevant international partners such as the International Law Association, the International Bar Association, UNFCCC, CBD, UNCCD and other treaty secretariats, and leading universities and institutes teaching SDGs. • Other internal and external contacts. 	
<p>Objectives (as per PDR) or key milestones : <u>Target/Objective:</u></p> <ul style="list-style-type: none"> • Content for next two courses developed and piloted, current courses delivered, attracting 4,000 learners in YR3 and 8,000 in YR 4. • Rated course evaluations by 1000+ learners in YR3 and 2,000 in YR4. • Certificate/diploma proposal developed for University of Cambridge, with supporting institutes/departments 	<p><u>Time duration:</u></p>
<p>Date prepared: 21.01.25 By whom: Prof Marie-Claire Cordonier Segger</p>	<p>Agreed by HR: Agreed by post holder:</p>

¹ 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 College.