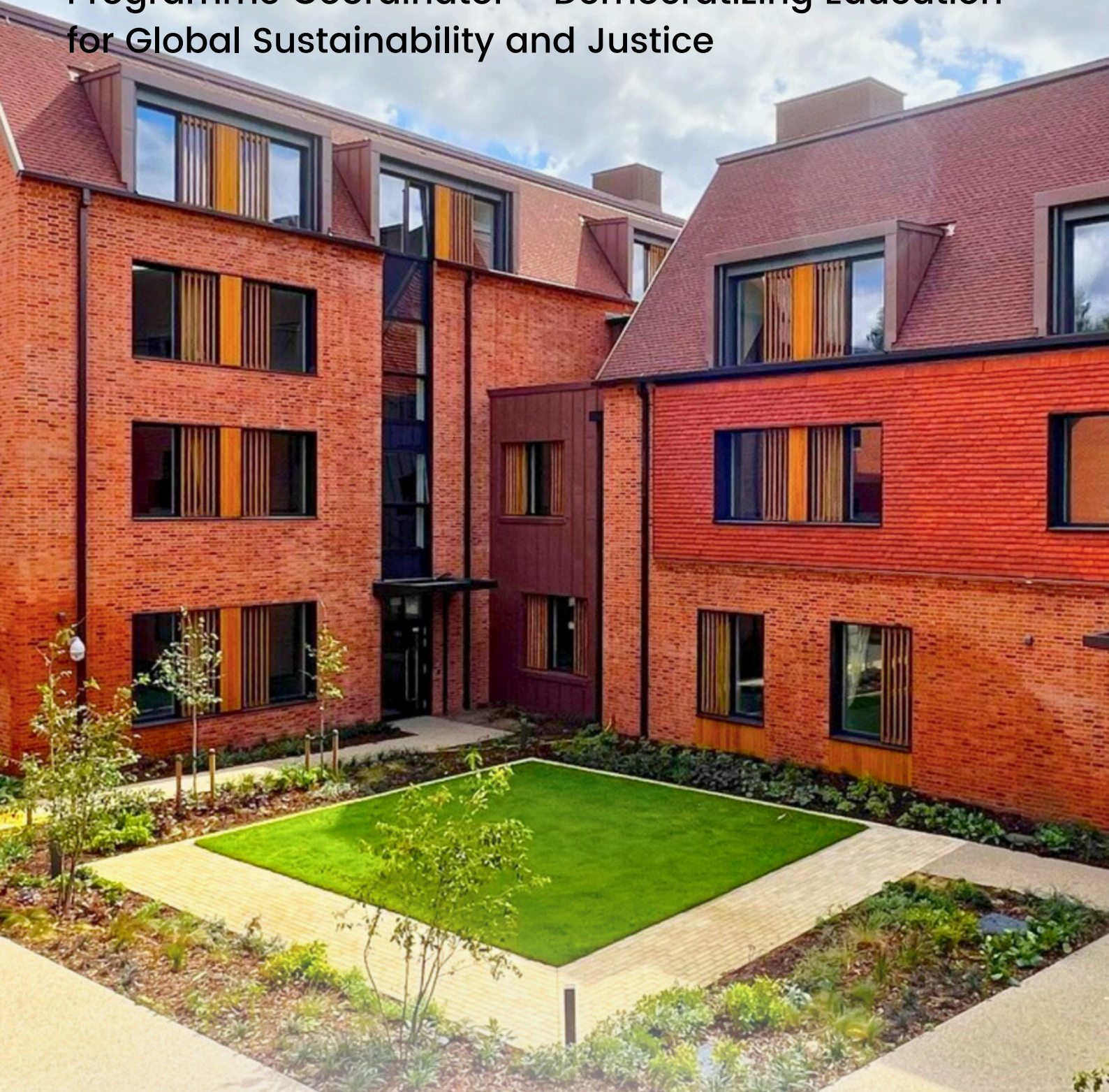




Lucy Cavendish College  
University of Cambridge

# Candidate Pack

Programme Coordinator – Democratizing Education  
for Global Sustainability and Justice





# INTRODUCTION

Lucy Cavendish College is a trailblazer in Cambridge University. From our founding 60 years ago, we have opened the Cambridge door to exceptional students from under-represented and historically excluded backgrounds. And not only admitted these students but made sure that they thrive at Cambridge, fulfilling their academic potential and developing their personal and professional skills. Always outward-facing, and the most diverse of all the colleges at Cambridge, Lucy Cavendish looks for students who have an enterprising mindset and who are determined to make a positive contribution to society.

We take risks on unconventional applicants who, because of their background and not in spite of it, have the experiences to challenge taken-for-granted assumptions, to contribute new ways of thinking to complex problems, and to ensure that innovative solutions are likely to succeed. At senior level the College is committed to addressing the United Nations Sustainable Development Goals; our researchers are working in an interdisciplinary way on several aspects of the 'grand challenges' confronting humankind and our planet. We therefore particularly welcome Masters and Doctoral students who are taking courses or undertaking research relevant to the United Nations Sustainable Development Goals - and the Future Global Leaders Programme is designed as a unique set of learning experiences that directly and expressly supports them in their commitment.

Our international students, who make up the majority of our postgraduates, come from 80+ countries and, through successful fund-raising for scholarships, we are increasing the number with leadership potential from Less Developed Countries or from low-income/under-represented backgrounds in more developed countries. The majority of our graduate students are studying for a Masters degree and while some go on to PhDs and academic careers, the majority graduate into employment. Over the last ten years, 50% of our alumni have gained leadership positions in organisations of all kinds that are addressing those UN Sustainable Development Goals.

So if this kind of environment speaks to your values, and if our mission excites you, please read on! Our students are amazing; our staff are committed and very loyal. Together we seek to build a welcoming, friendly culture which is supportive of all, develops talent, and brings out the best in each of us.



Prof. Dame Madeleine Atkins  
*President of Lucy Cavendish College*



# Job Summary

## Programme Coordinator – Democratizing Education for Global Sustainability and Justice

**Posted:** 22 January 2025

**Salary:** £29,250 (£48,750 FTE)

**Hours:** Part time, 22.5 hours per week

**Closing date:**

Friday 28 February 2025

**Job Type:**

Fixed term post until 30 June 2026

Lucy Cavendish College invites applications for a part time Programme Coordinator to support the Democratizing Education for Global Sustainability and Justice Programme on a fixed term basis.

The position reports to the Chair in Sustainable Development Law and Policy and Programme Director, Professor Marie-Claire Cordonier Segger, a Law Fellow and Director of Studies for Graduates at Lucy Cavendish College.

The Programme Coordinator will undertake a range of tasks to support the programme, including coordinating, managing, and reporting on the Democratising Education for Global Sustainability and Justice programme in collaboration with partners across the University of Cambridge and internationally. You will deliver and expand on an appealing, well-targeted and marketed online education programme and create online short courses on the SDGs, law & policy innovation whilst ensuring online learners receive opportunities to engage in online communities of practice and international networking on sustainability issues. You will also support the relationship between the programme and partners, and the Chair's teaching, research and service, especially calendar, in collaboration with interested institutes and partners.

The successful candidate should have a good first degree in Law, Social Sciences, Public Policy, Environment, Development Studies, Education, Data Management or a relevant discipline. A good law masters or doctoral degree, or equivalent qualifications and experience is desirable. A strong interest in sustainable development law and policy, and international education and capacity building is crucial.

The candidate will also ideally have a background in managing online courses, training and networking opportunities, leading learner engagement, social media engagement and partnerships; demonstrating understanding of law and public policy-making processes. With excellent management skills for filming and video-editing, hosting seminars and international events, leading online education, responding promptly (and training others to reply) to requests, evaluation and reporting and other aspects of programme support; and excellent organisational, time-management and calendar/scheduling skills, with executive assistance or chief of staff experience an asset. They will be a proven self-starter, with an ability to work independently, but also to work well in teams with flexible, remote schedules across diverse cultures, technology access and educational backgrounds. They will have the ability to communicate effectively both orally and in writing at an appropriate level, to write accessible prose and to edit teaching videos for diverse audiences. They will also have the ability to lead and manage curriculum design, piloting, coordination and dissemination of courses using online platforms, also online and international events, learning opportunities and networks; to maintain schedules, and to budget, manage finances and meet financial reporting requirements.

**For more information, please see the accompanying job description and person specification available to view on our [website](#).**



## Hear from our staff



The recruitment process for Lucy Cavendish was thorough, organised and very informative. They kept in contact with me at every stage and were more than happy to answer all of my questions, making the transition completely stress-free. Once I started in my role, I found it very easy to become part of the team and to get to know everyone else working at the college. What really sets Lucy apart is how keen everyone is to help others, even across teams and departments.

**Danny,**  
*IT Technician*



Applying for a new role, when I had been with the same organisation for over 20 years was a huge step outside my comfort zone. I wasn't even sure that I would have the courage to leave my old place of work even if I was lucky enough to be chosen. However, when I started my application, I found the HR team at Lucy were so helpful and encouraging, making it feel much easier. The interview process really highlighted what an amazing community Lucy Cavendish College is, so I was unbelievably excited to be offered a post. Settling into a new role was much smoother than I anticipated, mainly due to having great people around me who are always willing to explain anything I don't fully understand. At every stage I have been made to feel welcome. It's clear that every staff member is valued for the contribution they make to the shared goal. It really is a great place to work.

**Sara,**  
*Specific Learning Difficulties Practitioner*



The hiring process from start to finish was smooth and easy. I was delighted when I was invited for an interview, which I thoroughly enjoyed due to the friendly panel members. I was over the moon when I was offered the job and I can honestly say, this is a great place to work at. Everyone was so welcoming and straight away I felt I belonged. I am supported by my team, and I feel great about the future here.

**Szilvia,**  
*Accommodation Manager*





## Hear from our students



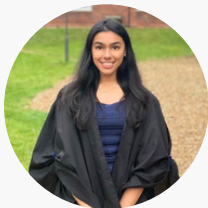
Lucy Cavendish is a very friendly, welcoming environment. The support is amazing, especially during times you need it the most. Everyone at the College wants the best for those who are here, and will do anything they can to help make your time here run as smoothly as possible.

**Kiera,**  
*History*



Even after just one term at Lucy Cavendish, I have thoroughly enjoyed my studies and have benefited enormously from the vast range of support available within the college and wider university.

**Roman,**  
*Modern and Medieval Languages*



The welcoming community including the friendly porters and 'Lucians' make our College incredibly unique. Our College supports each of its students to make the most of every opportunity, making Cambridge a memorable experience. Lucy has become my home away from home.

**Preksha,**  
*Psychological and Behavioural Sciences*





## Benefits

At Lucy Cavendish College we provide a range of benefits to our Staff including:

- Free meals on shift
- A 6% employer contributory pension scheme
- Free car parking (if available)
- Life assurance x3 salary
- A health cash back scheme
- Cycle to work scheme
- Wellbeing programme including free yoga and bootcamp sessions

## Application Process

To apply for this role, please send a covering letter and CV to [demedglobal@law.cam.ac.uk](mailto:demedglobal@law.cam.ac.uk), cc'ing the Research Coordinator, Adv Tejas Rao ([tr465@cam.ac.uk](mailto:tr465@cam.ac.uk)) and the Chair in Sustainable Development Law and Policy and Programme Director, Professor Marie-Claire Cordonier Segger ([mccs2@cam.ac.uk](mailto:mccs2@cam.ac.uk)) by the closing date.

Closing date for applications is **Friday 28 February 2025**.

Please ensure your application demonstrates how you meet the essential requirements of the Person Specification for the role.



“ Feel free to send us an email if you have any questions ”

Alison  
Head of HR  
[recruitment@lucy.cam.ac.uk](mailto:recruitment@lucy.cam.ac.uk)



Paris  
HR Assistant  
[recruitment@lucy.cam.ac.uk](mailto:recruitment@lucy.cam.ac.uk)