

Cambridge Zero Policy Forum Project Assistant

Future Leaders Programme 2024

Application form: <https://forms.office.com/e/9YMYq0tjnH>

Application deadline: 11:59pm GMT on Monday 11 March 2024

Position with: Cambridge Zero Policy Forum, University of Cambridge

Manager: Lauren Milden, Policy Adviser at the Centre for Science and Policy, University of Cambridge

Location: CSaP and Cambridge Zero offices in Cambridge/Open to hybrid working*

*Please note that all project assistants on the Future Leaders Programme must be in person in Cambridge for the week commencing 15 July and the week commencing 2 September. If you are working remotely, you must be resident in the UK for the duration of your work.

Programme dates: 15 July to 13 September 2024

Project Overview

Cambridge Zero Policy Forum report on the costs, risks and opportunities of the UK's potential to achieve net zero

The [Cambridge Zero Policy Forum](#) is working with [Dimitri Zenghelis](#) (CZ Policy Forum member and Special Advisor on The Wealth Economy at the Bennett Institute for Public Policy) on a report on the costs, risks and opportunities of the UK's potential to achieve net zero. The report will highlight that the potential costs and benefits of achieving net zero are a strong and complex function of policy choices, investments and how various actors respond to policies. Fundamental structural and systemic change will cover cities, land, energy, transport, industry and water. How these change and interact over the next two decades will be crucial to the whole shape of the UK economy, and of course to productivity and growth. This report will be compiled over the coming 12 months, and we anticipate running a series of multidisciplinary workshops to both shape the report and ensure policy impact. Through these workshops, the report will draw on the contributions of policy stakeholders and academics from a wide range of disciplines.

Key pieces of work we anticipate the project assistant will be undertaking in August-September include:

- Review outputs from policy workshops
- Conduct a literature review
- Support with references and citations
- Identify and present case-studies
- Depending on skill set, writing and editing content for the report

The University actively supports equality, diversity and inclusion and encourages applications from all sections of society.

Person Specification

Essential criteria

- This position is not degree specific, but applicants must have a knowledge of climate and environmental issues as well as a passion for the subject.
- Experience in conducting and writing literature reviews
- Excellent written communication skills
- Experience of working on research projects
- Experience working in a team
- Good analytical skills; able to collate, understand and draw conclusions from quantitative and qualitative information
- Good interpersonal skills; confident in meeting and working with people from a range of backgrounds and disciplines.
- Ability to communicate complex concepts in a user-friendly way which is appropriate to the target audience.
- Well-developed organisational skills
- Good time management and ability to prioritise own workload
- Competent in standard software packages e.g. Word, Excel, Powerpoint.
- All applicants must be current or recent undergraduate students (graduated from their undergraduate degree within the last 12 months).
- The successful candidate must, by the start of their employment, have permission to work in the UK.

Desirable criteria

- A knowledge of UK climate policy, economics and systems theory or an interest in these subjects
- Experience of writing policy reports or briefing papers
- Experience developing visual resources