

Climate Communications Assistant

This temporary assignment will principally support four projects.

The key responsibilities for each are detailed below:

Cambridge Zero Climate Research database

Manage the University of Cambridge database of climate-related research, keep it updated and assist in the project to create a visual map.

Cambridge Zero website transformation

We are migrating to a Drupal 10 website from Drupal 9

We also regularly post stories, articles, events and other content onto the website.

Cambridge Zero social media channels

Help manage and grow Cambridge Zero's Insta, X and LinkedIn channels with content that drives traffic to our stories and increases our followers/network

Cambridge University climate communication campaign

Assist the Head of Communications in selecting stories and creating assets, such as videos, case studies, photographs of key climate-related research for use in a global campaign.

Person Description

- Ability to manage own workload and prioritise competing tasks (Essential)
- Excellent written and verbal communication skills (Essential)
- Familiarity with spreadsheets and Google sheets in particular (Essential)
- Experience of using digital content management systems such as Shorthand (Desirable)
- Experience of editing websites/using Drupal/canva and other tools (Desirable)
- Experience of using social media channels professionally (Desirable)
- Experience of working in a climate and/or sustainability related role (Desirable)

Assignment Details

May 2024 – July 2024 Grade 4 (£14.25/hour) Full Time

As this is a temporary assignment with limited funding, it will be administered through the University of Cambridge's Casual Worker System. Cambridge Zero will advertise the assignment and interview candidates and the successful candidate will be asked to register with Casual Worker System.

The appointee will need to be resident in the UK for duration of this assignment. The University has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, if you are made an offer of employment, this will be subject to the University verifying that you are eligible to work in the UK before you start work.

To apply please complete the online form and email a cover letter and CV to info@zero.cam.ac.uk, including Climate Communications Assistant in the subject line, detailing your experience and suitability for this assignment. **Deadline is midnight on 14th April. Interviews will take place virtually in the week commencing 22nd April.**

If you have any questions, or would like more information, please contact; info@zero.cam.ac.uk