

## **Communication & External Affairs Executive**

### **Who are we?**

We are the University of Cambridge's presence in Singapore, Cambridge CARES. Our activities are sponsored by the National Research Foundation's CREATE programme. Our portfolio of research programmes include collaborations between the University of Cambridge, Nanyang Technological University, National University of Singapore, Tohoku University, Imperial College London, Norwegian University of Science and Technology and the French National Centre for Scientific Research (CNRS), amongst others.

Our team is comprised of world-class scientists and engineers, supported by an excellent team of corporate staff, working in a vibrant, fast-paced environment with great opportunities for knowledge and skills development.

### **Who are we looking for?**

Cambridge CARES is looking for a Communications & External Affairs Executive who will provide hands-on support to the Communications & External Affairs Manager, assisting with various projects that communicate CARES' work to internal and external audiences. This role is ideal for a recent graduate in Comms or a STEM field interested in learning about science communication, digital media, and event coordination in a research-focused environment. The successful candidate will be offered a 1-year contract, with the possibility of extension subject to funding availability.

### **Key Responsibilities:**

1. Content and Social Media Support
  - Assist in drafting and editing content for newsletters, social media posts, articles, and website and intranet updates.
  - Support the creation of internal and external graphic assets using photography, videography, and digital software such as Canva, Adobe Illustrator, and Adobe Premiere Pro.
  - Pitch new ways to encourage research engagement within the programme and new ways to promote research to external audiences.
2. Event and Meeting Support
  - Assist in providing logistical support for in-person events, including liaising with vendors, preparing graphic materials, and coordinating event setups; there will be opportunities to lead events once the candidate is settled in the role.
  - Assist in providing logistical support for virtual events, including setting up virtual meeting links and managing participants in the meeting room.
  - Assist the Communications Manager with planning the event schedule and budgeting costs for the future.
  - Attend relevant events with the Communications Manager to help promote CARES.
3. Administrative Assistance
  - Support the Communications Manager with coordinating meetings and important visits to the centre from both local and overseas visitors.
  - Assist in compiling scientific reports and creating slides as needed.
  - Support the internal communications efforts for office events and activities.

#### 4. Learning and Development Opportunities

- Gain first-hand experience in science communication and project management.
- Develop skills in event planning, content creation, and public engagement in an international research environment.
- Work closely with communications professionals, receiving mentorship and guidance.

#### **What qualifications and skills will you need?**

- Recent Polytechnic/University graduate from a program in Communications, Marketing, or Public Relations would be ideal. We welcome applications from candidates enrolled in a STEM field seeking opportunities in science communication.
- Strong organisational and multitask skills.
- Strong attention to detail in writing and project planning.
- Proactive and eager to learn about communications and outreach for research.
- Ability to think creatively about new ideas.
- Basic proficiency in social media platforms (LinkedIn) and website content management.
- Experience with Canva, Adobe Creative Suite, or similar tools.
- Ability to use basic camera and recording equipment is a plus.

#### **What can we offer you?**

- A stimulating working environment with friendly, highly motivated colleagues.
- Hands-on experience in science communication and public engagement.
- Opportunity to work within a dynamic research environment and build relevant skills.
- Opportunity to meet eminent researchers and engage with high-level visitors.
- A comprehensive medical insurance cover as part of your employment.

Please note this post is mainly based in the CREATE Tower, at NUS University Town, Singapore.

#### **How to apply?**

Please apply by uploading your CV and academic transcript to this

<https://employmenthero.com/jobs/job/a5f5abf2-ab17-44bf-b40f-bf4812d665d3/>

If you have any questions, please feel free to reach out to the HR team at [recruitment@cares.cam.ac.uk](mailto:recruitment@cares.cam.ac.uk).