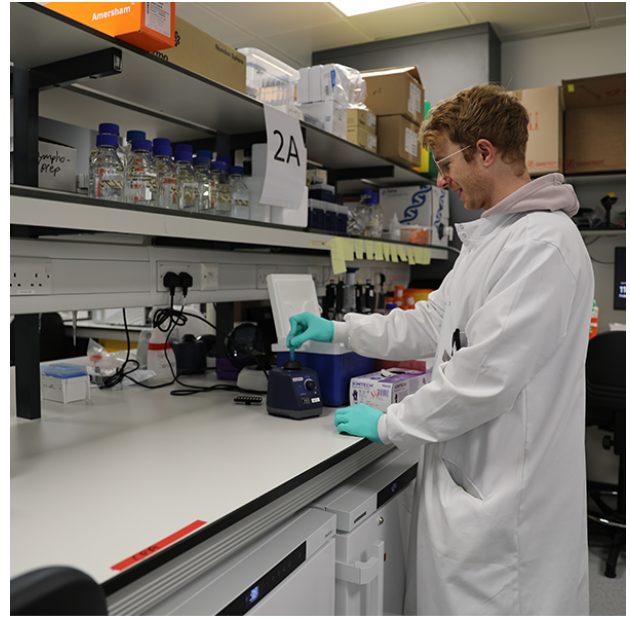


# Communications and Community Engagement Manager

The Milner Therapeutics Institute (MTI)

CLOSING DATE: 15 November 2026

Job Reference: XZ51468



# Communications and Community Engagement Manager

**Salary:** Grade 9

(£47,389- £59,966)

*The full incremental salary range for the position is advertised in order to demonstrate the progression for the grade. In majority of cases appointments will be made at the Grade minimum; only in very specific circumstances can be a higher salary be offered.*

**Contract:****Location:**

Jeffrey Cheah Biomedical Centre  
Cambridge Biomedical Campus

**Department:**

The Milner Therapeutics  
Institute ([www.milner.ac.uk](http://www.milner.ac.uk))

**Responsible to:**

Executive Director

**Working Pattern:**

Full Time

**Purpose of the role**

As the Communications and Community Engagement Manager, you will deliver strategic communications, marketing and events for the Institute in order to maintain and raise the Institution's profile.

You will clearly demonstrate translational research impact to diverse audiences and create and develop a cohesive and engaged community across the Cambridge ecosystem, Milner business partners and other external stakeholders.

## Key Responsibilities:

- Responsible for the development of Departmental communications and content management strategy. Work with the Executive Director and senior leadership team in creating a consistent editorial strategy and effective delivery of priority messages across all print and e-communications, create compelling and engaging content in line with agreed strategic goals and business development objectives including marketing Institute activities.
- Work collaboratively with members of the team to ensure all communications and contact management tools are being identified and utilised to meet the needs of the Institute and their diverse target audiences. Deploy contact management systems to ensure communications excellence both strategic (eg . Support the strategy for specific campaign and events communications developed by the Executive Director) and administrative (eg newsletters, events marketing, scheme membership administration, event registration).
- Lead on Fundraising/Sponsorship for the annual Milner Therapeutics Symposium. Ensure effective planning and operational delivery of the annual Symposium, monthly seminars, networking events, and all other events linked to the MTI's research, partnerships and enterprise operations.
- Oversee communications and events budgets of £100K-150k/ year. Deliver and develop annual Milner Therapeutics Symposium and other events across the Institute. Ensure planning, on the day operations and all co-ordination and follow up for events is effectively managed. Monitor financial reports, build and maintain close working relations with finance, procurement and contracting teams.
- Develop and implement a coherent, joined-up online and digital content strategy, including social media. Identify opportunities to use tools and platforms to support engagement objectives ensuring strategies are workable and responsive to evolving audience needs. Ensure demonstrable community engagement, keeping target audiences informed about the developments within the Institute, University, business partners' community and wider Cambridge ecosystems. Maintain up to date knowledge of best practice and standards.

## Key Responsibilities (continued):

- Manage and develop relationships with communications leads, editors, advertising contractors, and others to deliver the production of printed and digital materials to support engagement activities and objectives. Use key software to ensure team's rigorous adherence to high editorial and design standards in all communications and the correct use of the University's brand and those brands of Milner and its partners, customers and collaborators.
- Collaborate with colleagues responsible for engagement strategy across all Institute strategic priorities. Ensure an effective and coordinated strategy exists and is implemented, advise and collaborate with other internal and external staff on communications strategy to develop and maintain engagement with partners, collaborators and within the University.
- Lead the strategic development, content management and day-to-day operation of the organisation's external websites and platforms, ensuring content is accurate, accessible, engaging and aligned with organisational objectives and brand standards. Act as the primary liaison with external web hosting and development providers, overseeing technical maintenance, troubleshooting, system updates and the implementation of new functionality to ensure the website remains secure, compliant and fit for purpose.
- Maintain and develop an excellent and appropriate strategy for the use of current social media and digital communications channels. Research and assess the suitability of new digital channels as they evolve, obtain, analyse and report on social media analytics to assess and improve engagement and impact including all aspects pertaining to Research Excellence Framework.
- Lead, manage and develop a small communications team, providing clear direction, performance management, coaching and professional development to ensure the effective delivery of communications objectives and a high-quality service to stakeholders.

Flexibility will be required as some events may take place outside normal working hours, including occasional evenings.

# Person Specification

| Criteria                                                                                                                                                                | Essential | Desirable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Education</b>                                                                                                                                                        |           |           |
| Educated to degree level / Level 6 vocational qualification or equivalent level of practical experience                                                                 | ✓         |           |
| Academic qualification or experience in therapeutics science or translational medicine                                                                                  |           | ✓         |
| <b>Experience</b>                                                                                                                                                       |           |           |
| Proven communications experience and expertise                                                                                                                          | ✓         |           |
| Expertise and experience in search engine and content optimisation                                                                                                      | ✓         |           |
| Experience of bespoke data analysis and report writing                                                                                                                  | ✓         |           |
| Familiarity and experience in using traditional and new media to develop effective communications                                                                       | ✓         |           |
| Team and line management                                                                                                                                                | ✓         |           |
| Coordination and oversight of small, medium and large hybrid attendance events i.e. seminars or conferences                                                             | ✓         |           |
| Experience of leading organisation of events with a cross-sector audience                                                                                               |           | ✓         |
| <b>Knowledge &amp; Skills</b>                                                                                                                                           |           |           |
| Good understanding of social networking tools and their application                                                                                                     | ✓         |           |
| Excellent editorial, proofreading and writing skills                                                                                                                    | ✓         |           |
| Good understanding of data management and confidentiality                                                                                                               | ✓         |           |
| Demonstrate highly specialised knowledge of communications, involving a critical understanding of relevant theory and/or principles outside of the immediate specialism | ✓         |           |
| Community development through in person and digital networks                                                                                                            |           | ✓         |

# Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate and at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

| Attribute                          | Level | Description                                                                                                                                                                                        |
|------------------------------------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Valuing Diversity</b>           | A     | Considers and respects the ideas, circumstances and feelings of others. Treats everyone with fairness and respect, adhering to the principles of diversity and inclusion.                          |
| <b>Communication</b>               | B     | Communicates effectively and appropriately with senior management, external partners and with people at all levels across the University and outside the University in the wider community.        |
| <b>Relationship Building</b>       | B     | Develops and maintains existing partnerships. Builds teams and identifies means of enhancing their effectiveness.                                                                                  |
| <b>Achieving Results</b>           | B     | Identifies and manages important issues and problems effectively. Plans and monitors the work of others and takes accountability for their levels of performance and success.                      |
| <b>Strategic Focus</b>             | B     | Takes a strategic view and creates long-term plans for the institution/area of responsibility. Promotes a shared vision for the University.                                                        |
| <b>People Development</b>          | B     | Encourages and facilitates the learning and development of others. Demonstrates enhancement of individual and team potential through giving clear direction, guidance and feedback on performance. |
| <b>Negotiating and Influencing</b> | B     | Negotiates and influences at senior management level using persuasive arguments. Identifies clear aims in negotiations and achieves satisfactory outcomes.                                         |
| <b>Innovation and Change</b>       | B     | Supports, promotes and implements change. Encourages the adoption of new methods and overcomes barriers to acceptance.                                                                             |

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# Milner Therapeutics Institute (MTI)

The Milner Therapeutics Institute (MTI) is a purpose-built research institute at the University of Cambridge. The overarching vision of the MTI is to transform pioneering science into therapies. The MTI is breaking new ground in academic/business interactions and demonstrates a world-leading model of start-up companies, academics and pharma working side by side at the bench. The MTI environment offers a unique opportunity to work at the interface of academia and business, applying ground-breaking technologies to drug discovery and patient treatment.

The Institute houses: [in-house research teams](#), including the [MRC-AstraZeneca-University of Cambridge Functional Genomics Screening Laboratory \(FGSL\)](#), and the Milner [Bio-incubator](#).

The Milner's in-house research teams focus on target identification and validation through artificial intelligence, machine-learning, functional genomics and the development of human in vitro models. Our aim is to investigate and validate signatures of disease to uncover new high confidence targets for drug discovery.

The Institute is also the global headquarters for the [Milner Therapeutics Consortium](#) and Global Alliance, which consists of 82 organisations and connects academia and business to enable collaborative research. Our [events programme](#) is designed to facilitate interactions across this network, and includes an [annual Symposium](#) that has grown to over 850 attendees, [a seminar series](#) and bespoke workshops.

The MTI is based at the Jeffrey Cheah Biomedical Centre on the Cambridge Biomedical Campus, which also houses the Cambridge Stem Cell Institute and the Cambridge Institute of Therapeutics Immunology and Infectious Disease (CITIID).

## Milner Cultural Values

### Our Mission:

*Bringing discoveries to life:* We pioneer science into therapies by catalysing partnerships between academia and industry

### Our Cultural Values:

All employees at the Milner Therapeutics Institute agree to uphold the following key values in order to build, develop and foster a positive and productive work environment.

#### 1. Embracing uniqueness

There is no other department or institution doing what we do at the Milner Therapeutics Institute. Our culture is forward-thinking and adaptive, and team members are encouraged to be actively involved in MTI strategy.

#### 2. Clear and respectful two-way communication

Team members understand that they each have the power to shape a great working culture through clear and respectful communication. Team members are given regular opportunities to identify issues, address them, and put guidelines in place to create a more positive work environment.

#### 3. Equality/diversity

We believe that diversity is the key to great ideas and that having team members from different walks of life is essential to a dynamic work environment. Team members respect each other for their differences and where communication issues arise, actively seek support to identify and remedy this early on and in a respectful way.

#### 4. Leading by example

Team members understand and appreciate that their own attitude/words have impact on others, even if sometimes the intent is innocent. Team members are self-reflective and act as representatives of Milner cultural values and lead by example to other/new team members.

#### 5. Work-life balance

The MTI culture respects healthy work-life balance, and is open to discussion around flexible working including compacted hours, hybrid working, flexi-time etc. This should always be discussed with line management but opportunities for communication around this should always be open. Milner culture is that this level of flexibility works two ways and that respectful communication is key to achieving this.

#### 6. Room for mistakes

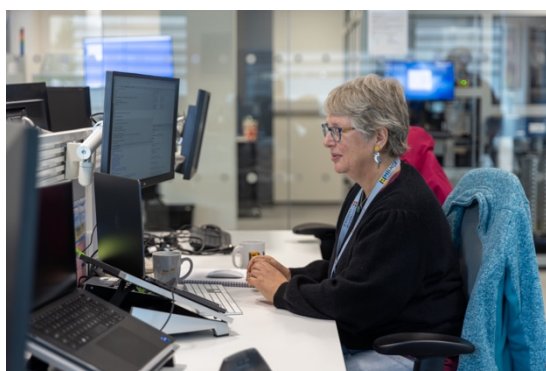
Team members adopt a 'fail fast, learn fast' approach, meaning the MTI is a safe space for mistakes and failure. Mistakes should be met with empathy at all levels of seniority and team members are supported to learn and improve.

#### 7. Celebrating successes

Team members are encouraged to communicate their own successes and appropriate celebrations will be funded by the MTI wherever possible.

#### 8. Supporting each other

Team members recognise that we are all on the same side, working toward the same mission.



# Terms of Appointment

## Tenure and probation

Appointments will be made on a fixed term basis of 3 years due to limited funding.

Appointments will be subject to satisfactory completion of a 9-month probationary period

## Hours of Work and Working Pattern

The hours of work for the position are full-time / 37 hours per week, working Monday-Friday

## Pension

You will automatically be enrolled to become a member of UPS. For further information please visit: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk).

## Annual leave

Full time academic-related employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

### Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

**Qualifications** The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

**References:** Offers of appointment will be subject to the receipt of satisfactory references.

## Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>



# The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

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The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About Us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,  
Vice Chancellor 2023*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter aware, with framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and shopping centre, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

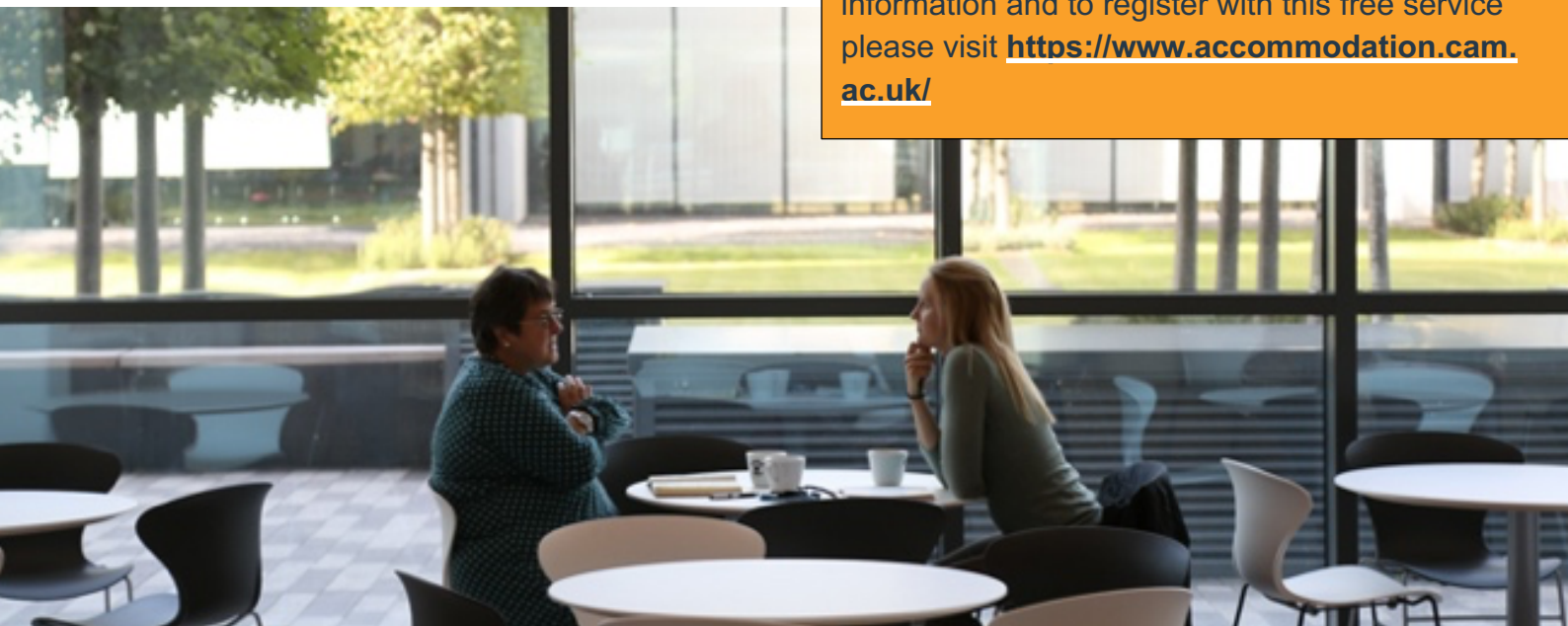
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme for academic and academic-related staff](#), with additional flexible working policies for all other staff.



## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings..

## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks full pay and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain knowledge while developing a strong support network of both residents and newcomers.

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers the Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk,

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer, specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

For an informal discussion in confidence please contact Catherine Tralau-Stewart, Executive Director – [cjt92@cam.ac.uk](mailto:cjt92@cam.ac.uk)

For questions about the application process, please contact Ella Bailey, HR and Administration Coordinator – [hr@milner.cam.ac.uk](mailto:hr@milner.cam.ac.uk)

The closing date for applications is 15 November 2026

Interviews are expected to take place on 24 and 26 November 2026

