Job title: College Administration Officer

Reporting to: Master (pro tem)

Hours: Full time

Holidays: 25 days’ annual leave plus 8 bank holidays.

Job Summary:

The College Administration Officer will ensure the smooth running of College Governance processes, including administration of the Governing Body, Council and other relevant committees – providing support to the Master, Vice Master and Secretary of the Governing Body. The College Administration Officer will also ensure efficient delivery of processes relating to the Fellowship, Senior Members and official Visitors.

Main Duties:

**Governance administration**

- Support the Chair, Secretary and lead-staff to prepare agendas and distribute papers for the major College committees, including the Governing Body, Council, Nominations, Remuneration, Ethics, Statutes & Ordinances, and Estates committees, Board of Discipline.
- Take minutes and deal with matters arising, where required, of some of the sub-committees of Council e.g. Nominations, Shackle.
- Ensure that all relevant minutes from the College Committees are reported to the College Council and Governing Body, are shared in the appropriate place and with the correct people, and correctly recorded.
- Maintain a document management system to enable the efficient administration of the committee structure and allow for the prompt distribution of information, including across the Fellowship.
- Routine reporting of trustee details to the Charity Commission.
- Maintain up-to-date information on the College website regarding the governance of the College.
- Support on the annual production of the Blue Book ‘Notes to Members’ and the College Calendar, including the coordinating of updates from College departments, proof reading and arranging timely printing of hard copies and uploading onto the College website page.
• Providing support for Master and other Senior Officers/staff on wider governance requirements e.g. the arrangements for triennial reviews of the College's Research Institute and any other duties as required.

Fellowship

• Assist the Chair, Secretary and lead staff by delivering the processes required for Governing Body and Council to undertake the election of Fellows and of Senior College Officers, in a timely fashion.
• Timely and end-to-end administration of the appointments of College Officers, Fellows, visiting academics and other members of the wider Fellowship/ Senior Membership – including delivery of processes around relevant university schemes as they arise e.g. UTO process. To include developing and distributing welcome packs and delivering the practicalities of welcome events etc. in consultation with relevant others. Ensure elections and appointments are published in the Reporter and Regent House updated as required.
• Maintain and update the Colleges’ fellowship/membership list and relevant distribution lists/tools, access permissions, including the circulation of notices, events and catering messages to the wider Fellow/membership via agreed distribution methods which may include social media, email or hard copies. Liaise with HR/payroll where appropriate regarding matters relating to the Senior Officers, Fellowship and senior membership.
• Manage and store relevant information on the Fellowship, Committees, Working Groups etc. as directed by the Master or Vice Master, in an easily accessible and legally compliant fashion.
• Manage the practicalities around the annual competition for the appointment of post-doctoral research fellows and other stipendiary fellowships (Henslow/Toby Jackman), as they arise.
• Acting as Secretary to the Shackle Committee. Managing the practicalities around the biennial competition for the appointment of the Shackle Visiting Fellow (end-to-end), which includes advertising, handling applications, liaising with applicants and the successful fellow, collaborating with the Events Officer on the Shackle lecture, ensuring seamless processes around the Shackle Fellows’ stay in College.
• Managing the practicalities around formal events relating to the admission of new senior members, together with any other welcome events as directed. Ensure that new members are set up on the College systems and have all of the necessary information they require when they first arrive.
• Manage the practicalities around routine Fellowship events e.g. Governing Body dinners.
• Liaise with the Fellows’ Stewards regarding circulating information on formal dinners, and dealing with enquiries from Fellows and senior members.
• Ensuring that all requests for Leaves of Absence are submitted to the Council.

Visitors

• Managing applications process for visiting academics for election as Visiting Fellows and Visiting Scholars.
Manage an efficient welcome for academic visitors to the College and ensure they have all they need for their research stay in Cambridge: including arrangement of the University Card, UL access, access to the main buildings on the College site and accommodation.

The above is not an exhaustive description and other requirements may emerge as required by changing roles within St Edmund’s College, and its overall objectives. The line-management may also be subject to change.

The role is full-time; although it is expected that longer hours will be worked during Term, balanced by shorter hours outside Term. There will be the occasional requirement to work in the early evening e.g. to attend committee meetings.

**Person Specification**

**Personal Skills and Abilities**

- A self-starter who can work independently and use own initiative, seeking guidance appropriately.
- Able to prioritise and organise own work with a demonstrated ability to deliver on different strands of work (sometimes with competing priorities) to an equally high level.
- A ‘completer finisher’ with a drive to see projects through to completion with good attention to detail.
- Ability to make a positive contribution to the work of a small team.
- Ability to review working practices, suggesting and implementing improvements appropriately.
- Ability to work well with a variety of different people, including Fellows, visiting academics and other members of staff, including cultural sensitivity.
- Ability to communicate effectively in written and spoken English.
- Discretion and the ability to handle confidential information in a professional manner.
- IT literacy sufficient to:
  - Manage email communications using Outlook.
  - Manage the circulation of Board and Committee minutes using technology appropriately, including document management systems.
  - Use database applications and reporting tools.
  - Prepare letters (including mail merge).
  - Present data using Excel.
  - Use Powerpoint.
  - Edit websites (training will be provided).

**Working at St Edmund’s College: General Information**

St Edmund’s College is a graduate College of the University of Cambridge. The College has around 550 students with over 70% enrolled for postgraduate degrees and the
remainder as mature or affiliated undergraduates. Most of the students are from overseas. The Master, 65 Fellows, senior membership including visiting academics, together with the Von Hügel Institute, the students and the staff, form a single community. As a relatively small institution, St Edmund’s provides a friendly and informal atmosphere for its members and their families.

The College is located on Mount Pleasant, between Huntingdon Road and Madingley Road, and in close proximity to a number of other Colleges, and to the University developments at West and North West Cambridge

**Staff benefits include:**

- One free meal per day
- Free car parking on site (depending on availability)
- Secure bicycle parking
- 25 days’ annual leave plus 8 bank holidays
- Contributory pension scheme