One of 31 constituent Colleges of the University of Cambridge, St Edmund’s was founded in 1896, and in 1965 became one of the new graduate Colleges. It obtained full collegiate status in 1996 and its recent history has been marked by rapid growth so that it now comprises 60 Fellows; a student body of 500, most of whom are studying for postgraduate degrees, together with 120 mature undergraduates, and 45 FTE members of staff. The College is totally multidisciplinary, hosting students in all the subjects and degrees offered at the University. The student body is highly international with over 80 nationalities represented amongst its current students. The College is known for its friendly, informal and international atmosphere and undergraduates, graduates and Fellows mix freely. The friendly and relaxed nature permeates through all aspects of College life, giving a busy and varied social and academic life. It is one of the few Colleges where the Master, the Tutors, Directors of Studies and others sit and dine with the students rather than on a separate high table. The College is genuinely collegiate, collaborative and community-focused.

St Edmund’s is distinctive in its religious heritage and its role in nurturing interdisciplinary research. Unique among the Cambridge Colleges, St Edmund’s College Chapel is a Catholic foundation. The Dean is, by Statute, a Catholic priest and the Chapel provides a place of worship to members of the College and the University, as well as the local community. The College has two active Research Institutes, the Von Hugel Institute (which focuses on the relationship between faith and society) and the Faraday Institute for Science and Religion. St. Edmund’s is set in large, quiet and pleasant grounds close to the University Library and the city centre, whilst enjoying easy access to the University West and North West Cambridge sites so is at the epicentre of the new Cambridge economy.

Management Team Executive
Candidate Information Pack

No Ordinary College
Thank you for your interest in becoming our new Management Team Executive. It is an exciting time to join St Edmund’s. As one of the Colleges of the University of Cambridge, we aim to be at the forefront of education provision, offering a unique period in our students’ lives to grow intellectually and personally as part of a diverse community of just under 1000 members.

As someone interested in higher education, you will understand the opportunities and challenges the sector faces, even before the seismic changes wrought by COVID-19. St Edmund’s needs to respond, adapt and innovate. If this excites you then you are the sort of person we are looking to join us.

Cambridge attracts future UK and global leaders. As a former UK diplomat, I believe that to be a leader today – whether leading state-of-the-art research, a multi-national company, or a country – it is not enough to have the world-class degree a Cambridge education offers. Leaders also need strong interpersonal skills, an understanding of issues beyond their personal area of expertise, and the ability to speak across cultures. That is what St Edmund’s aims to deliver.

Here at St Edmund’s, within our 10 acres, we welcome the world. With over 80 nationalities represented each year and offering every degree course, there are few places where you can be immersed in such a rich diversity.

Next year we celebrate our 125th anniversary. My mandate as Master is to consolidate the incredible journey St Edmund’s has been on since its founding as a home for a then marginalised Roman Catholic minority, and take our vibrant multi-cultural community to the next stage in our development.

You will have a key role to play helping us to ensure a robust foundation for growth. You will be key to ensuring that we have the necessary management processes in place to enable smooth delivery of the College’s ambitious plans. You will be a key member of the team, helping our senior members manage and lead the College well.

If that sounds like you, please, apply. I look forward to working with you.

Catherine Arnold OBE
Master of St Edmund’s College
Who we are

St Edmund’s College is one of the 31 constituent Colleges of the University of Cambridge. Our vibrant student body is made up of around 420 post-graduates and 130 mature undergraduates, who are over 21 years of age. With over 260 senior members – academics working at the cutting edge of their field or eminent members of their profession – and around 70 staff, you will be joining a dynamic and growing College with an ambitious vision for our role in shaping the future of higher education and collaborative research.

The maturity of our community means that we have earned a reputation as the friendly College. Relaxed, non-hierarchical and diverse, we pride ourselves on being a place in Cambridge where people of all backgrounds are welcomed, will feel at home and can flourish.

This is more than a lived reality; it is part of our founding philosophy: that the excellence of education and research at the University of Cambridge must be made available to people of all backgrounds and that no one should feel excluded. Established in 1896 as a home for a marginalised Roman Catholic minority that had previously been excluded from the University, we remain the only College in Cambridge and Oxford to have a Roman Catholic Dean and Chapel. Today we welcome members of all faiths and none, but our history continues to inform our commitment to increased access and inclusivity. We were the first formally all-male college to accept women and the natural choice for two UK foundations to provide scholarships for future British Muslim leaders.

The College has grown significantly in the last 20 years. The acquisition and development of the award winning Mount Pleasant Halls, opened in September 2019, launched a new phase in our growth and development. The next 10 years will be an exciting time to be part of the St Edmund’s story. We need creative, energetic people who are passionate about the global importance of education and research to secure, shape, and develop that future.
Our vibrant community
Our leafy 10 acre grounds are conveniently positioned a short walk from the historic centre and close to the new West and North West Cambridge developments, which house new faculty buildings and much of the City’s high-tech enterprise. From our famous Okinaga Tower, with the highest room in Cambridge, we can take in all the beauty that city and surrounding landscape has to offer.

The Norfolk Building sits at the centre of College. Our Dining Hall, through which much College life flows, provides a place to eat and meet for people of all ages and without distinction between students, staff and fellows – we have highchairs but no high table. A cafe, bar, common rooms, conferencing facilities, gyms, music rooms, two libraries, the Chapel (open for multi-faith prayer) and spacious grounds for relaxing with a book or leading a Zumba session means there’s always a buzz.

The award-winning Mount Pleasant Halls opened in 2019, expanding our site and adding over 270 new, high-quality, rooms and study spaces to our campus. As part of our future vision, the College has secured planning permission for a major new East Court development: an attractive series of buildings focused on creating shared spaces and increased encounter to support our vision of a global hub for multi-disciplinary education, learning and research.
The University

Founded in 1209, the University of Cambridge is the fourth-oldest university in the world.

Students
- Undergraduates: 12,480
- Postgraduates: 10,910
- Total students: 23,380 (2019 figures)

Staff
- 11,528 members of staff employed in academic, academic-related, contract research, technical, clerical and secretarial roles.

Alumni
- The University has around 300,000 living alumni, with significant numbers in the UK, China, USA, Australia and Hong Kong.

Admissions
- 18,378 people applied for around 3,000 undergraduate places in 2018. Over 65% of these came from state schools.

Honours
- Among the University’s alumni we have 110 Nobel Prize Laureates, 47 Heads of State, 190 Olympic Medalists.

Graduate employment
- Over 90% of former students are in employment or undertaking further studies six months following graduation.

A global University
- Cambridge is a globally diverse institution and our students come from over 147 different countries.
Living in Cambridge

The picturesque market-town with which the medieval university grew over centuries is complemented today with all of the conveniences of a modern city. Excellent cycling and public transport infrastructure makes it easy to get around and the city is less than an hour from Kings Cross by train. A short drive, or even walk from the city centre and you are in the stunning fens. Alongside the idyllic green spaces and historic buildings that dominate the city comes the burgeoning tech industry, the 'silicon fens', and superfast fibre internet.
Role Description

Job Summary
To provide executive level support to the senior team and to assist with the development of the strategy of the College.

Job Title
Management Team Executive

Reporting to
Bursar

Hours
Full Time (36.5 hours per week)

Holidays
25 days annual leave plus bank holidays

The post supports, and is accountable to, the Master, Bursar, and Senior Tutor. The post holder manages the Diary and Correspondence Assistant. The post holder’s formal line manager will be the Bursar.
Main Duties

Overall Job Purpose

The role has two main purposes; the first is to provide executive level support the senior team to strengthen the operating foundations of the College. The second is to participate in the future development and strategy of the College. This person will line manage the diary and correspondence assistant who supports the Master and Bursar. The principal responsibilities listed below are not an exhaustive list, the overriding purpose is to support the senior management team to meet its objectives.

Main Duties

• Manage the senior team, creating and providing agenda, action logs and papers as required. Move forward actions between meetings to ensure timely resolution to actions.

• Undertake research, draft documents and reports and where necessary commission reports from internal or external sources – for example, on the impact of Brexit on student recruitment.

• Working closely with the Governance, Risk, and Compliance Manager manage the planning of College Calendar ensuring key staff are available and prepared for the College events. (e.g. Matriculation, graduation, and fresher’s week).

• Updating the senior team on key organisational, operational and risk issues bringing carefully considered options for solutions.

• Preparing project proposals for areas for development in the College, undertaking project management work as required on, for example, College-wide initiatives.

• Develop networks and relationships to further the plans of the College, undertaking and preparing presentations and other communication materials as necessary.

• Developing, implementing and maintaining effective systems to ensure the smooth running of the workload of the senior team, supporting Heads of Department in coordinating work-flows.

• Manage all necessary administration relating to the Fellowship is completed including recruitment, appointments, welcome, renewals and departures. Ensure the business of the College is well communicated to the membership of the College as necessary.

• Undertaking key streams of work in relation to the strategy and business plan development including resource plans as directed by the team.

• Deputise occasionally, as directed for the senior team.
Person Specification

• Experience of managing formal meetings – planning, diarising, booking, minuting and following up actions.
• Ability to research and draft policy documents to a high standard for consideration by the senior team.
• Experience of planning, booking, diarising and executing events successfully, including communicating with colleagues and responding effectively to unexpected occurrences.
• Able to identify key organisational risks, including by networking effectively, and to develop potential solutions to same.
• Experience of project planning and management.
• Good interpersonal and team working skills in order to seek advice appropriately and to determine best practice.
• Strong interpersonal skills, including the ability to adjust personal style to achieve satisfactory communications and to play an active part in maintaining good team work.
• Able to recognise and work with mainly confidential information.

• Experience of managing competing work streams satisfactorily with minimum external guidance.
• High degree of literacy in order to prepare well-constructed reports, emails and other documents for senior staff.
• Comfortable when working to tight deadlines, and able to turn work around within a short time span, without compromising quality, where priorities are liable to change at short notice.
• Ability to think creatively and flexibly, proactively and laterally to maximise opportunities to promote the work of the College, solve problems.
• A strong commitment to good service provision in a complex organisation.
• A general understanding, or the ability to obtain it, of external and economic trends affecting the sector in which the College operates.
• High level of numeracy and confident user of Excel to intermediate level.
• Ability to occasionally work evenings outside normal office hours.
**Terms of Employment**

**Salary**
£36,948 - £41,586, depending on experience

**Hours**
Full Time (36.5 hours per week)

**Holidays**
25 days annual leave plus bank holidays

**Staff benefits include**
- One free meal per day
- Free car parking on site (depending on availability)
- Contributory Pension Scheme

---

**Application and selection process**

To apply, please submit a complete application form together with a covering letter to the HR manager, Ms Wendy Godfrey: hr.manager@st-edmunds.cam.ac.uk

To discuss any aspect of the role, please contact Mr Graham Watson, the Bursar, at gew41@cam.ac.uk

The deadline for applications is 23:59GMT on Tuesday, 6th April, 2021.

Interviews will be held in the week commencing Monday, 12th April.
Thank you for your interest

We look forward to hearing from you!