Executive Assistant (Master and Senior Tutor)

Executive Assistant (Bursar and Domestic Bursar)

Candidate Information Pack
Letter from the Master

Thank you for your interest in becoming one of our new Executive Assistants. 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 multinational 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.

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 in supporting me, the Senior Tutor, Bursar and Domestic Bursar to carry out our roles efficiently and effectively.

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
The College in Cambridge

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 café, 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 multidisciplinary 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 Medallists.

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.
Terms of Employment

Salary
£27,890

Reporting to
Management Team Executive

Hours
Full Time (36.5 hours per week)

Holidays
25 days annual leave plus bank holidays

Staff Benefits include
- One free meal per working day
- Free car parking on site (depending on availability)
- Contributory Pension Scheme
- Death in Service Benefit Scheme
Role Description

**Job Summary**
To provide administrative and executive assistant level support to the senior team.

By responding to this advert, your application will be put forward for both Executive Assistant roles.

Successful candidates will be matched to one of the roles following an in-person meeting with the Master, Senior Tutor and Bursar.

**Job Title**
Executive Assistant (Master and Senior Tutor)
Executive Assistant (Bursar and Domestic Bursar)

**Reporting to**
Management Team Executive

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

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

The Executive Assistant to the Master and Senior Tutor supports and is accountable to the Master, Senior Tutor and Management Team Executive.

The Executive Assistant to the Bursar and Domestic Bursar supports and is accountable to the Bursar, Domestic Bursar and Management Team Executive.

The formal line manager for both posts will be the Management Team Executive.
Person Specification

Personal Skills
- Excellent interpersonal skills and the ability to communicate effectively and professionally with staff, students, Fellows and senior members and external partners
- Excellent verbal and written communication skills with the ability to proofread high-quality correspondence
- Strong organisational skills and the ability to multitask under pressure
- Ability to work with highly sensitive information and handle confidential matters with tact and discretion
- Ability to work effectively under own initiative, or as part of a team

Required Skills and Experience
- Educated to degree/level 6 level, or equivalent level of practical experience
- Excellent spoken and written English
- Excellent working knowledge of Microsoft Office and Outlook, Teams and similar programmes
- Demonstrable experience in a high-level administrative or PA role, ideally working with senior leaders
- Experience writing and managing minutes is preferred
Main Duties—Executive Assistant (Master and Senior Tutor)

This role will provide administrative, organisational and executive assistant level support to the Master and the Senior Tutor.

Correspondence and Meeting support
- Act as a first point of contact on behalf of the Master and Senior Tutor.
- Prioritise the Master and Senior Tutor’s incoming correspondence, highlighting urgent or important business.
- Assist the Master and Senior Tutor with their correspondence including drafting correspondence, replying to letters and emails on the Master and Senior Tutor’s behalf, producing and distributing letters and invitations. Arrange the completion and distribution of the Master and Senior Tutor’s Christmas Cards.
- Respond to enquiries and requests from staff, students, Fellows, Alumni and external partners in a sensitive manner.
- Provide refreshment and hospitality for all visitors and guests visiting the Master and Senior Tutor. Work with the catering team to provide refreshments when appropriate.
- Provide secretariat support for internal meetings.
- Take minutes of certain meetings.

Diary Management
- Plan and assist the Master and Senior Tutor in the management of their complex diaries.
- Organise and manage the Master and Senior Tutor’s daily schedules, ensuring they are well prepared each day. Ensure they are briefed with necessary paperwork and information.
- Schedule recurring annual tasks and provide proactive updates and preparation to the Master and Senior Tutor for upcoming tasks.
- Prioritise and arrange appointments, schedule regular appointments with staff and arrange ad hoc appointments as required.

Administrative Support
- Ensure that stationery is replenished when necessary.
- Make complex travel arrangements including UK and international travel. Where necessary make arrangements for Visas.
- Maintain communications logs and membership databases as required.
Main Duties—Executive Assistant (Master and Senior Tutor) cont...

Finance
- Ensure that the Master and Senior Tutor’s expenses are claimed and paid as appropriate.
- Working with the finance team, ensure that authorised invoices are paid in a timely fashion.

Events
- Arrange lunches, dinners and other College functions on behalf of the Master and Senior Tutor.
- Liaise with the Master and Senior Tutor’s dinner guests to confirm arrangements, ensuring that dietary requirements are communicated to the catering team.
Main Duties—Executive Assistant (Bursar and Domestic Bursar)

This role will provide administrative, organisational and executive assistant level support to the Bursar and Domestic Bursar in the first instance, with some support provided to the Bursarial Team as directed by the Management Team Executive.

Correspondence and Meeting support
- Act as a first point of contact on behalf of the Bursar and Domestic Bursar.
- Prioritise the Bursar and Domestic Bursar’s incoming correspondence, highlighting urgent or important business.
- Assist the Bursar and Domestic Bursar with their correspondence including drafting correspondence, replying to letters and emails on the Bursar and Domestic Bursar’s behalf, producing and distributing letters and invitations. Arrange the completion and distribution of the Bursar’s Christmas Cards.
- Respond to enquiries and requests from staff, students, Fellows, Alumni and external partners in a sensitive manner.
- Provide refreshment and hospitality for all visitors and guests visiting the Bursar and Domestic Bursar. Work with the catering team to provide refreshments when appropriate.
- Provide secretariat support for internal meetings.
- Take minutes of certain meetings.

Diary Management
- Plan and assist the Bursar and Domestic Bursar in the management of their complex diaries.
- Organise and manage the Bursar and Domestic Bursar’s daily schedules, ensuring they are well prepared each day. Ensure they are briefed with necessary paperwork and information.
- Schedule recurring annual tasks and provide proactive updates and preparation to the Bursar and Domestic Bursar for upcoming tasks.
- Prioritise and arrange appointments, schedule regular appointments with staff and arrange ad hoc appointments as required.

Administrative Support
- Ensure that stationery is replenished when necessary.
- Make complex travel arrangements including UK and international travel. Where necessary make arrangements for Visas.
Main Duties—Executive Assistant (Bursar and Domestic Bursar) cont...

Finance

- Ensure that the Bursar and Domestic Bursar’s expenses are claimed and paid as appropriate.
- Working with the finance team, ensure that authorised invoices are paid in a timely fashion.

Events

- Arrange lunches, dinners and other College functions on behalf of the Bursar and Domestic Bursar.
- Liaise with the Bursar’s dinner guests to confirm arrangements, ensuring that dietary requirements are communicated to the catering team.
Application and selection process

To apply, please submit a complete application form together with a covering letter to the HR Administrator, Nicky Chalklin.

ndc37@cam.ac.uk

To discuss any aspect of the role, please also contact Nicky as above.

The deadline for applications is 16:00GMT on Friday, 22\textsuperscript{nd} April. Interviews will be held in the week commencing Monday 2\textsuperscript{nd} May.

Thank you for your interest

We look forward to hearing from you!