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.

Membership Assistant
Candidate Information Pack

No Ordinary College
Note from the Bursar

Thank you for your interest in joining our growing team at what is a very exciting time for us.

Here at St Edmund’s, within our 10 acres, we welcome the world. With over 70 nationalities represented each year and offering every degree course, there are few places where you can be immersed in such a rich diversity. We aim not only to deliver a first class education, but to provide a vibrant, friendly and diverse community for all of our members - students, alumni, Fellows and senior members, and staff.

The role of Membership Assistant is a vital one at what is an exciting time for the College as we drive forward our ambitious plans for growth.

Working with the Management Team Executive, you will act as a key contact for our Fellows and senior members, providing excellent support throughout their journey with the College.

Graham Watson
Bursar of St Edmund’s College

Note from the Management Team Executive

As the College’s Management Team Executive, I am responsible for supporting the Senior Team in strengthening the operating foundations of the College, assisting in the development of the College’s strategy and managing the administration of the Fellowship.

As Membership Assistant you will provide me with vital administrative support to enable the effective servicing of our Fellows and senior members across their entire journey with the College. You will provide administrative support in the development of the College Calendar and take the administrative lead for specific events. As the College continues to grow, we will work closely together to adapt processes so that they are fit for purpose. By bringing energy and enthusiasm to this role, you will be able to make a significant impact as the College moves forward.

Please don’t be put off if you do not have experience working in a College environment. If you have excellent interpersonal skills, are detail-oriented and enjoy problem-solving then I would like to hear from you, and I very much look forward to working with you.

Sally Bard
Management Team Executive
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 focussed 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.
Terms of Employment

Salary
£23,332.70 - £25,258.13

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
• Death in Service Benefit Scheme
Role Description

Job Summary
The post holder will provide administrative support to the Management Team Executive and undertake all necessary administration relating to the Fellowship and senior members.

Job Title
Membership Assistant

Reporting to
Management Team Executive

Hours
Full Time (36.5 hours per week)
Person Specification

Required Skills & Experience

- Excellent working knowledge of Microsoft Outlook, Word, Excel, PowerPoint and similar programmes.
- Experience with records management and databases, or the ability to learn how to use these.

Personal Skills and Abilities

- Exceptional attention to detail.
- Well-developed communication skills, and the ability to professionally communicate with senior colleagues and external partners.
- Ability to deliver at pace and manage competing timescales.
- Excellent organisational skills.
Main Duties

The main purpose of the role is to act as the key point of contact for the Fellows and Senior Members of the College, maintain all information and databases relating to the Fellowship, and to provide relevant administrative support to the Management Team Executive.

- Act as the primary point of contact for queries and requests for support from the Fellows and Senior Members of the College.

- Support the Management Team Executive and Governance, Risk and Compliance Manager in the planning of the College Calendar; Maintain the calendar throughout the academic year.

- Working with the Management Team Executive, ensure all necessary administration relating to the Fellowship is completed. This will include all administration relating to the recruitment, appointment, welcome, renewal and departure of all College Officers, Fellows, visiting academics and other members of the wider Fellowship and Senior Membership.

- As directed by the Management Team Executive, lead on the maintenance of data relating to the Fellowship and senior College members. This will include creating and maintaining records on databases, as well as electronic and paper filing systems. Undertake all filling and archiving as required.

- Using CiviCRM and similar databases, respond to requests from the Management Team Executive and senior staff, for example, coordinating

- Assist the Management Team Executive in maintaining stakeholder management and relationship information.

- To support the Chair and Secretary of certain Fellowship Committees. To provide all required administrative support including drafting agenda, taking and drafting minutes, and ensuring that action items are executed.

- Working closely with the Management Team Executive and Tutorial Team, arrange the Admission of New Fellows and Senior Members ceremony (linked with the Matriculation ceremony).
Main Duties

- Maintain a document management system
- Working closely with the Management Team Executive, arrange the termly Fellowship Dinners.
- Provide support to the Management Team Executive, including support in booking meetings, diary support, drafting of agenda and coordination of responses to actions arising at senior meetings.

The above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within St Edmund's College, and its overall objectives.
Application and selection process

To apply, please submit a complete application form together with a covering letter addressed to Nicky Chalklin, HR Administrator: ndc37@cam.ac.uk

Informal enquiries about the post may also be made by emailing Nicky, using the email address above.

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

Thank you for your interest

We look forward to hearing from you!