St Edmund's College
University of Cambridge

Job Title	Academic Operations Officer
Department	VHI
Location	St Edmund's College (owned or occupied buildings)
Reporting to	VHI Director
Length of Appointment	Permanent
Nature of Post	Part Time, 13 hours per week (1 working day must be a Monday; the second day is flexible, with a preference for Tuesday or Thursday)
Salary	£16,512 per annum pro rata (full time equivalent of £46,361 per annum)

Main Purpose

The Academic Operations Officer plays a pivotal role in advancing the Von Hügel Institute's (VHI) mission to foster interdisciplinary research rooted in Catholic thought and traditions. This position ensures the seamless coordination of academic programmes, research initiatives, and institutional partnerships, while providing strategic and operational support to the VHI Director and Director or Programmes & Strategy. The Academic Operations Officer contributes to the Institute's reputation as a vibrant hub for critical catholic inquiry.

Key duties & responsibilities

- Support the planning and execution of academic events, including lectures, seminars, and workshops
- Liaise with visiting scholars, fellows, and graduate students to coordinate research activities and collaborative projects
- Assist in the development and scheduling of interdisciplinary research programs and initiatives
- Manage day-to-day academic operations of the Institute, ensuring smooth functioning across academic and logistical domains
- Maintain accurate records of academic activities, publications, and institutional partnerships
- Coordinate with colleagues in the wider college and other affiliated departments for resource allocation and compliance
- Serve as a point of contact for internal and external academic collaborators.
- Draft and disseminate communications related to academic programming, research opportunities, and institutional updates
- Support fundraising and outreach efforts
- Contribute to the Institute's long-term vision by supporting initiatives that promote critical catholic inquiry and interdisciplinary dialogue, working with the VHI Director & Director of Programmes & Strategy

- Work with colleagues to share best practise and ensure policies are adhered to
- Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free
- Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement
- Adhere to Health and Safety policies and procedures
- Complete ad hoc tasks as required

Person Specification

Experience

- Prior experience in academic administration, preferably within a university or research institute
- Experience supporting interdisciplinary programs or faith-based initiatives
- Track record of coordinating academic events, seminars, or conferences
- Familiarity with UK higher education structures and funding bodies
- Experience working with senior academics, trustees, or advisory boards

Skills

- Strong understanding of academic environments
- Familiarity with research processes, scholarly publishing, and academic event coordination
- Ability to liaise effectively with a variety of stakeholders
- Excellent organisational skills with the ability to manage multiple projects and deadlines
- Excellent communication skills (oral, written)
- Ability to draft formal correspondence, promotional materials, and academic documentation
- Skilled in building relationships across diverse academic and cultural communities
- Proactive problem-solving and decision-making abilities
- Sensitivity to the diversity and goals of the Catholic intellectual and ethical traditions
- Excellent IT skills
- Ability to adapt to new systems and technologies as needed

Qualifications

- Must possess a Master's degree
- PhD is advantageous