St Edmund's College
University of Cambridge

Job Title	Membership Assistant
Department	Bursarial
Location	St Edmund's College (owned or occupied buildings)
Reporting to	Management Team Executive
Length of Appointment	Permanent
Nature of Post	Full Time, 36.5 hours per week
Salary	£30,240 per annum

Main Purpose

The Membership Assistant provides vital support to the Management Team Executive to enable the effective servicing of our Fellows and senior members across their entire journey with the College.

The Membership Assistant undertakes all necessary administration in relation to the senior membership. They also provide administrative support in the development of the College Calendar and take the administrative lead for the Admission Ceremonies and the Fellowship Dinners.

As the College continues to grow, the Membership Assistant will work closely with the Management Team Executive to adapt processes so that they are fit for purpose.

Key duties & responsibilities

- Act as the primary point of contact for queries and requests for support regarding Fellows and senior members.
- Working with your line manager, ensure all necessary administration 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. (No prior recruitment experience is needed)
- Support the planning of the College Calendar. Maintain the calendar throughout the year.
- Create and maintain records on databases, as well as electronic and paper filing systems. Undertake all filling and archiving as required.
- Using databases, respond to requests from your line manager and senior staff.
- Assist your line manager in maintaining stakeholder management and relationship information.
- Arrange the College's Admissions Ceremonies, at which new Fellows and senior members are formally admitted to the College.
- Arrange the termly Fellowship Dinners.
- Provide support to your line manager, booking meetings, diary support, drafting of agenda and coordination of responses to actions arising at senior meetings.
- To provide all required administrative support including drafting agenda, taking and drafting minutes, and ensuring that action items are executed, supporting the Chair and Secretary of certain committees.
- 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

- Proven experience in a fast-paced administrative role, with the ability to work effectively with stakeholders at all levels.
- Experience in records management or database systems, or the ability to quickly learn new platforms.
- Background in managing membership processes.
- Diary management and minute-taking experience (desirable).
- Experience coordinating events or formal dinners (desirable).
- Previous experience in a collegiate or higher education setting (desirable)

Skills

- Excellent administrative skills – fully conversant with Microsoft Suite and able to learn other IT software packages and databases.
- High attention to detail and confident challenging data.
- Excellent communications skills, including the ability to converse with a variety of different stakeholders.
- Strong organisation skills
- Understands and values the importance of confidentiality
- Strong problem-solving skills
- Understanding or familiarity with the structure and culture of Higher Education institutions, such as collegiate Cambridge (desirable)

Qualifications

NA