JOB TITLE: ENTREPRENEURIAL PROGRAMME ADMINISTRATOR (FIXED TERM)

REPORTS TO: HEAD OF ENTREPRENEURIAL LEARNING PROGRAMMES & ENGAGEMENT

Background

The Entrepreneurship Centre at Cambridge Judge Business School is currently recruiting a Programme Administrator to support its various entrepreneurial learning programmes. Established in 2015 under the patronage of HRH The Duke of York, KG, the Entrepreneurship Centre aims to inspire, enable and research entrepreneurship. It builds on the School’s track record in entrepreneurship and consolidates its strategy and vision by bringing together the School’s programmes and activities in entrepreneurship, building a coherent and co-ordinated offering in entrepreneurship. The Centre supports the full entrepreneurial journey starting with the empowerment of aspiring entrepreneurs, through the creation and development of early-stage ventures; and all the way to small and medium size enterprise growth.

The Centre currently offers a range of programmes including EnterpriseTECH, EnterpriseWISE, Accelerate Cambridge, the SME Growth Challenge, and the Postgraduate Diploma in Entrepreneurship (PGDE) (a qualification awarded by the University of Cambridge). In September 2018 it will launch a Master of Studies in Entrepreneurship.

The role

MAIN RESPONSIBILITIES

The role holder will co-ordinate and oversee the programme administration and operation of the EnterpriseTECH programme initially in addition to assisting on other programmes as and when required. The role holder will ensure the smooth running of teaching and learning as well as research activities. The role holder will manage (with supervision) the operational budgets for various entrepreneurial learning programmes in the order of £80,000-100,000.

General duties

- Develop and maintain programme related office procedures. Review processes and develop systems for effective administration of the programme. Maintain records, publicity resources and materials, co-ordinate the use of facilities and equipment, check and oversee repairs and report any health and safety issues. Managing relationships and communicating effectively with key stakeholders, especially students.

Events organisation and management

- Set up online forms, answer enquiries and handle communication with participants.
- Book rooms; order catering; organise IT support; prepare signage, name badges and delegate packs.
• Liaise internally over space and resources when necessary.
• Set deadlines as required to ensure timely completion of tasks.

Financial administration duties

• Oversee financial administration duties. Monitor resources and expenditure against budgets, process invoices and orders following financial regulations, liaise with accounts to ensure that department accounts are up to date, ensure efficiency and effectiveness of processes and procedures, develop and review processes as required.
• Prepare paperwork and other information for payroll and other payment methods for programme contributors. Be main point of contact for any queries from the payroll and accounts team.

Committees

• Act as secretary to committees/meetings, prepare agendas and write minutes, assist with the drafting of documents such as reports and papers on various issues, give advice on matters of policy and procedures as required.

Entrepreneurial ecosystem development and management

• Support the Head of Entrepreneurial Learning Programmes & Engagement with meeting co-ordination, hosting guests, managing travel arrangements and general administrative support as required.

Other

• Co-ordinate administrative support for research, teaching and learning support activities. Process applications, prepare course materials and other student administration associated with research, teaching and learning support, set deadlines and systems as required to ensure timely completion of tasks.
• Liaise with other staff in the Department and within the University, communicate and receive information to ensure co-ordination of effort, act as main point of contact for queries/enquiries to the Centre, explain procedures to students, staff and visitors.
• Gather and manipulate data on various aspects of the Department as required, collate and analyse data and report as necessary.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the ‘suitability for the role’ section of the online application form.

• Educated to at least degree level (preferably in a science subject), but further education would be an advantage.
• Experience of working in an administrative role.
• Proven attention to detail with large data sets; confidence in handling spreadsheets.
• Relevant administrative and operational experience, including evidence of project management or similar, ideally in higher education environment.
• Experience in a customer service focused environment.
• Experience with undergraduate as well as postgraduate, mature professional students and/or experience of working in a teaching department within higher education.
• Experience of writing minutes of meetings, reports and briefing papers.
• Budget management experience, including expenditure tracking and successfully managing contracts with suppliers.
• Strong, positive, interpersonal skills with proven ability to respond flexibly and sensitively to the needs of others; genuine care and concern for people.
• Experienced user of standard software packages e.g. PowerPoint, Word, Excel, Access and Outlook.
• Accuracy and attention to detail.
• Excellent organisational and operational skills: ability to deal with complex problems under time pressure in a logical manner ability and to independently prioritise work to meet deadlines.
• Excellent communication and interpersonal skills: strong team player with ability to understand the professional needs of others in the team (and wider School community) and to communicate clearly in a confident and diplomatic way (both written and verbal).
• Demonstrate factual and theoretical knowledge of administration.
• Familiarity with online learning platforms would be beneficial.
• Programme management training.
• Ability to remain calm under pressure.
• Self-motivated with the confidence to initiate ideas, collaborate with others, identify problems and implement solutions.
• Some evening and weekend work will be required.

Benefits

This is a full-time position working 36.5 hours per week. Holiday entitlement is 28 days per annum plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £25,728–£29,799 per annum.

The funds for this post are available for two years in the first instance.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care,
financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at www.jobs.cam.ac.uk and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

The closing date for applications is 9 February 2018.

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are
responsible for recruitment to this position, on (01223) 768497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.