JOB TITLE: ADMINISTRATOR, CAMBRIDGE CENTRE FOR SOCIAL INNOVATION (FIXED TERM)

REPORTS TO: CO-DIRECTOR, CAMBRIDGE CENTRE FOR SOCIAL INNOVATION

Background

The Cambridge Centre for Social Innovation (CCSI) at Cambridge Judge Business School acts as a platform for research and engagement with social innovators, academia and policy in UK and across the world. Its primary focus is to understand, promote, and engage with social innovators and create and support social ventures and projects.

Creating sustainable social and economic value through generating and disseminating knowledge, as well as supporting the development of, social ventures is central to Cambridge Judge Business School's entrepreneurship vision.

More information about the Centre's activity can be found here:
www.jbs.cam.ac.uk/faculty-research/centres/social-innovation

The role

We are looking to appoint an Administrator within the Cambridge Centre for Social Innovation. The Administrator will provide administrative support to the CCSI; supporting the Co-directors, Head of Engagement, Head of Knowledge Transfer and MSt Social Innovation Business Development & Programme Manager, to facilitate the efficient operation of all work undertaken.

MAIN RESPONSIBILITIES

- Provide administrative support in various aspects of the Centre. Maintain records and update information sources, contribute to the planning and co-ordination of duties. Assist in identifying areas of improvement on processes, liaise with team members and others for information.

- Provide an administrative service within the Centre, for senior staff (e.g. Head of Department, Professor etc.). Diary management, make travel arrangements, respond to enquiries and refer others as appropriate, monitor emails, draft non-routine correspondence, take minutes/notes at meetings and committees.

- Organise events and meetings. Advise on venues, book rooms order refreshments, send out invites and directions, word process, collate and distribute materials for events, seminars, meetings, assist in the maintenance of publicity materials and resources.

- Collect and collate data (e.g. expenditure, event or meeting attendance). Update associated spreadsheets and/or databases, provide statistics or standard reports using existing templates.
• Assist in the management of HR related matters and processes such as holiday and sickness record, administration related to the recruitment process e.g. receive and acknowledge applications, send invites for interview.

• Assist in monitoring resources e.g. finance/grants expenditure against budgets. Process invoices and orders, handle petty cash, taking into account financial regulations and other relevant regulations.

• Act as point of contact for enquiries to the Centre, regarding events, communications, research and knowledge transfer. Respond to enquiries, which may be detailed and/or non-routine in nature. The role holder will occasionally provide clarification on procedures and regulations by phone, face to face and email and refer to others as appropriate.

• Carry out general administration duties e.g. file, photocopy, collect and process incoming and outgoing mail, collate letters and documents for mailing, book rooms, book accommodation.

• Assisting during MSt residential periods with the logistics of course delivery, welcoming and supporting guest lecturers, visiting fellows and other guests, Assisting with the operation of the MSt in Social Innovation.

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 A level standard or equivalent standard/NVQ level 3, or equivalent level of practical experience.

• Previous administrative experience, ideally in higher education.

• Experience of working effectively within a small team and a proactive team player.

• Strong organisation skills with the ability to prioritise workload and work independently.

• Excellent communication skills, both written and verbal.

• Excellent interpersonal skills with ability to communicate with a variety of stakeholders and to build strong working relationships.

• Ability to work under pressure and meet deadlines.

• A flexible attitude and the ability to prioritise a diverse workload and manage conflicting deadlines.

• Ability and willingness to learn new skills quickly.

• Ability to demonstrate knowledge of facts, principles, processes and general concepts related to administration.

• Competent in standard software packages e.g. Word, Excel, Access and Outlook.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £22,214-£25,728 per annum.

This is a fixed term appointment for four and a half 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 with experience beyond in very specific 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/job.

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 August 2018.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted. We expect to conduct interviews of shortlisted applicants shortly after the closing date.

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.