JOB TITLE: ENTREPRENEURIAL PROGRAMME ADMINISTRATOR (FIXED TERM)

REPORTS TO: HEAD OF EDUCATION, ENTREPRENEURSHIP CENTRE

Background

The Entrepreneurship Centre at Cambridge Judge Business School (CJBS) is recruiting a Programme Administrator to support its various entrepreneurial learning programmes. The Entrepreneurship Centre aims to inspire, enable and research entrepreneurship. It builds on the Business 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 role

Main responsibilities

The role holder will co-ordinate and oversee the programme administration and related delivery of EnterpriseTECH in addition to assisting on other Centre programmes as and when required. The role holder will ensure the smooth running of teaching and learning activities. The role holder will manage operational budgets up to £80,000.

General duties

- Introduce innovative course developments in relevant subject areas, including environmental and social impact projects.
- Support the Head of Education in strategic insights and actionable advice.
- Facilitate meetings and discussions and support student training on areas such as team building, video making and pitching.

Administrative duties

- 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. Liaise with other teams at the Business School for appropriate running of the programmes.
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.
- Attend relevant events and network to increase the pool of contacts for Entrepreneurial Learning programmes.

Other

- Line manage part time admin staff and part-time project supervisors.
- Participate in CJBS activities as part of good citizenship; build connections with the faculty to engage them in the teaching, assessment and research on entrepreneurial learning.
- 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.
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 or with equivalent relevant experience.
- Programme management experience.
- Experience in entrepreneurship learning.
- Dynamic and engaging.
- Experience of effective interaction with highly qualified postgraduate students.
- Able to efficiently interact with academics and potential partners.
- Ability to engage and enthuse undergraduate students.
- Proven attention to detail with large data sets; confidence in handling spreadsheets.
- Relevant administrative and operational experience, ideally in higher education environment.
- Experience in a customer service focused environment.
- 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 Business School community) and to communicate clearly in a confident and diplomatic way (both written and verbal).
- Familiarity with online learning platforms would be beneficial.
- 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 £26,715-£30,942 per annum.

The funding for this post is available until 31 July 2021 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 29 November 2019.

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 2013.
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.