JOB TITLE: ADMINISTRATIVE ASSISTANT – CAMBRIDGE SOCIAL VENTURES
REPORTS TO: PROGRAMMES MANAGER

Background

Established in 2015 and funded by Sir Harvey McGrath, Cambridge Social Ventures (CSV) is a core element of the Cambridge Centre for Social Innovation (CCSI) at Cambridge Judge Business School. CSV supports a wide range of social entrepreneurs to start, grow and scale businesses that have positive social impacts. Over the last five years Cambridge Social Ventures has directly supported more than 800 social entrepreneurs from across the world – from fashion to farming, prosthetics to prisons. This practical support is rooted in the team’s deep experience in the social sector, starting and growing organisations that make a real-world impact.

CSV is integral to the ‘think, teach, do’ cycle of research translation in the Cambridge Centre for Social Innovation. Cambridge research informs our engagement with social entrepreneurs, allowing us to offer evidence-based training and support. And in turn, our work provides experiential learning opportunities to students and a pool of social innovators for research.

CSV currently offers a range of programmes throughout the year including three Social Venture Weekends, a 12-month Social Venture Incubator programme, Leading Social Ventures Seminar, the Cambridge Prize for Social Innovation (awarded by the Cambridge Centre for Social Innovation and Trinity Hall College), and outreach programmes to widen access under the title Social Enterprise 101. CSV contributes extensively to the teaching of the Master of Studies in Social Innovation as well as contributing to the MBA, Executive MBA, and Executive Education programmes within the Business School.

The role

The Administrative Assistant will provide administrative support to CSV; supporting the Programme Manager, Business Advisors, and Programme Director to facilitate the efficient operation of all work undertaken.

The role holder works collaboratively as part of a small, dynamic team and will contribute to the delivery of the strategy of CSV and the broader Cambridge Centre for Social Innovation.

Main responsibilities

- Provide administrative support in various aspects of CSV. Maintain records and update information sources, contribute to the planning and co-ordination of duties. Carry out general administration duties e.g. file, photocopy, process incoming and outgoing mail, collate letters and documents for mailing.
• Provide an administrative service within the Centre, for senior staff. Diary management, make travel arrangements, book accommodation, respond to enquiries and refer to others as appropriate, monitor emails, draft non-routine correspondence, take minutes/notes at meetings and committees.

• Organise events, meetings and training days. Advise on venues, book rooms, order refreshments, send out invites and directions, word process, collate and distribute materials for events, seminars, meetings. Assist with the logistics of delivery, welcome and support guest lecturers, visiting fellows and other guests, assist with the operation of all of CSV’s programmes.

• 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.

• Act as point of contact for enquiries to CSV, 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.

• 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.

• 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 the maintenance of publicity materials and resources including writing social media posts and maintaining social media accounts under the direction of the Programme Manager.

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 organisational 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.

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

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

• Ability to learn and use systems as required in support of role responsibilities, e.g. Qualtrics, Moodle, Dynamics, Simplicity and other bespoke systems.
• Attendance at periodic evening and weekend events.

Benefits

This is a fixed-term, part-time position working 16.5 hours per week. Holiday entitlement is 28 days per annum pro-rata, plus eight days of public holidays. There will be a six-month probationary period. The salary will be in the range £23,067 – £26,715 per annum pro-rata. Please note the funds for this post are available for one year 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 19 January 2020.**

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.