

JOB TITLE: SUMMER PROGRAMME ASSISTANT (FIXED TERM)

REPORTS TO: SENIOR PROGRAMME MANAGER

Background

Executive Education is a major activity in Cambridge Judge Business School (CJBS) operated by JBS Executive Education Ltd. (JBSEEL), a limited company wholly owned by the University of Cambridge. Its activities include a well-established range of open programmes, a large and growing suite of custom programmes, and deep engagements with clients, where the mode will shift from "education" to collaborative problem solving that not only creates value for the client but also helps to generate research questions, data, and publications for the Business School.

To find out more visit the Cambridge Judge Business School Executive Education website:

www.jbs.cam.ac.uk/execed

The role

We are seeking to appoint a Programme Assistant, for the duration of the summer, to provide administrative and operational support to our Custom and Open Programmes teams who deliver executive education programmes to senior executives from around the world.

Working within an operational context, the successful candidate will take responsibility for some of the logistical arrangements and requirements of our programme delivery by providing administrative support to programme managers such as collating briefing packs, preparing programme materials, and producing feedback reports for live online programmes, as well as potentially face-to-face programmes towards the end of the summer. In addition, they will provide onsite studio support to faculty where required and will assist generally in the delivery of live online as well as face-to-face programmes as guided by the programme manager. This exposure will provide the successful candidate with experience in managing events in a wide range of venues and environments.

The post will occasionally require long working hours and irregular patterns of work to accommodate support during a busy delivery period. There will be a mixture of onsite and remote working during this period.

This is a three-month post starting immediately until the end of September (start and end dates are subject to negotiation).

Main responsibilities

Programme administrative support

- Work collaboratively with the programme teams to ensure the timely production and distribution of course packs and programme materials, both hard copy and electronic, ensuring highest standards of quality and accuracy and compliance with corporate branding guidelines.
- Provide administrative support to client, team, and staff meetings (including data entry using Microsoft Dynamics).
- On the conclusion of courses, collate feedback results for the the programme team.
- Monitor merchandise requirements and stock levels.
- Posting of merchandise where required.
- Printing/posting certificates as required.
- Assist with other office based tasks/projects as required.

Programme delivery support

- Assist programme managers with the organisation, hosting and management of all activities both on and off-site whilst the client is in Cambridge/or during Live Online delivery.
- Studio setup and support for faculty during Live Online programme delivery as required.
- Host Live Online sessions via Zoom as required.
- Programme venue/studio setup.
- Preparation of badges, desk tents, WiFi codes and other printing/stationery requirements for face-to-face programmes.
- Assist with the auditing of 'in-session' materials (video/chat editing).

The person

We are keen to offer this opportunity to someone who intends to work in a similar role in the future and who is currently studying for a nationally recognised qualification in event management or similar discipline.

- First class organisational skills and ability to multi-task.
- "Can Do" attitude.
- Excellent attention to detail and accuracy in all communication.
- Ability to prioritise and adapt to changing circumstances and requirements, especially within a pressurised environment.
- Enjoys working collaboratively and flexibly as a full member of a team but also able to work independently with minimum supervision, taking responsibility and initiative for discrete areas of work where required.
- Understands the importance of customer relationship management and enjoys working with people in a service role.

- Strong working knowledge of Microsoft Office (Word, Excel and Outlook) and some office experience.
- Confident using audio visual (AV) equipment and video conferencing software (eg Zoom).
- Excellent spoken and written communication skills.
- Able to work outside regular working hours from time to time.
- Studying towards a bachelor's or first degree, preferably in event management.

Benefits

This role is offered on a fixed-term basis of three months. The salary will be £18,000 per annum based on a 40-hour working week.

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 to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being as well as discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

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

Candidates are asked to submit a full curriculum vitae and a covering letter explaining their interest in the role, and detailing any relevant experience, to Helen Machin, HR Advisor (h.machin@jbs.cam.ac.uk) by midnight on Sunday 27 June 2021.

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

Applicants who do not hear from us within six weeks of the above date should assume they have not been 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.