JOB TITLE: PROGRAMME ADMINISTRATOR (PRACTICE) (FIXED TERM)

REPORTS TO: HEAD OF VENTURES, ENTREPRENEURSHIP CENTRE

Background

The role of the Programme Administrator (Practice), functions as part of Cambridge Judge Business School’s (CJBS) Entrepreneurship Centre (EC) at the University of Cambridge. The EC’s mission is focused on education, research, and practice: to support the University’s entrepreneurial talent development and commercialisation of new ideas; develop and share thought-leadership that establishes the University as a global knowledge locus for entrepreneurship; enhance the development of management capacity within the Cambridge entrepreneurial ecosystem and beyond.

The role holder is responsible for a broad range of administration support for the Practice team’s design, development, and delivery activities, including engaging with the team’s Programme Managers, other staff, students, and external stakeholders to ensure the efficient and effective delivery of specific initiatives, programmes, and events. They will also work closely with other EC and CJBS staff supporting dynamic administration needs to source and share resources and best-practice.

The role

The purpose of the role is to support the administrative needs of the practice programme portfolio, including any temporary staff and non-staff resources and the efficient and effective working with key stakeholders within the Entrepreneurship Centre, CJBS, the wider University and beyond.

Working in close consultation with the Head of Practice, the role holder will deliver exemplary administrative support for the Practice team with the overall objective of enabling team-wide efforts to reach relevant and high-calibre programme participants and partners, to positively engage them and others working with them and provide them with a world-class experiential learning and development experience. The role holder will also maintain positive ongoing relations with them beyond their programme experiences and track and trace professional outcomes and impact.

Main responsibilities

- Support the Practice team’s organisational plans and objectives as agreed with the Head of Practice and align work priorities to ensure successful programme administration.
- Agree administrative support goals, targets, workstreams and processes with the Head of Practice and programme management team to enable effective and differentiated service delivery.
- Identify and apply administrative best-practice to create and capture positive feedback from programme participants, noting areas for improvement.
• Apply appropriate administrative tools to support the team’s commitments on time and on budget, seeking guidance when necessary to address arising challenges or opportunities.

• Support the Head of Practice and programme team to engage effectively with potential partners, sponsors and donors.

• Support the production and distribution of high quality management information on the Practice programme portfolio.

• Assist in identifying and managing programme delivery risks to ensure smooth running, compliance and due care and attention to the reputation of the EC and the University.

• Deliver all stakeholder engagements through clear, relevant and consistent communication, tailored to the audience and situation as appropriate.

• Gain co-operation and trust of relevant key stakeholders, establish rapport and develop and maintain an effective network of internal and external contacts.

• Support and contribute to a culture that values equality, respect and recognition, cross-boundary sharing of resources, knowledge, skills and experience, in particular administrative best-practices.

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 Higher National Diploma (HND), High National Certificate (HNC), level 4/5 vocational qualifications or equivalent level of practical experience.

• Experience in providing support for service design, development and delivery in a higher education, research or practice setting.

• Experience in providing administrative support for innovation, entrepreneurship, venture creation or business growth.

• Excellent planning skills.

• Excellent team working ability.

• Excellent relationship management skills.

• Financial management.

• Exemplary aural, verbal and written communication.

• Diplomacy, social and political awareness.

• Managing challenge, conflict and composure under pressure.

• Managing confidentiality, cultural sensitivity and diversity.

• Contemporary ICT skills (including data protection and privacy).

• Some UK travel and weekend working.
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 £27,116-£31,406 per annum.

This is a fixed term role 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 31 October 2021.

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) 339637 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.