Further particulars for the post of
Master’s & President’s Office Administrator
Requirement

St John’s College wishes to appoint a Master’s & President’s Office Administrator on a permanent basis.

St John’s College

St. John’s College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: the College’s statutory aims are the advancement of education, religion, learning and research.

Principal Responsibilities and Duties

Job title: Master’s & President’s Office Administrator

Department: Master’s and President’s Office

Responsible to: Research and Special Projects Manager

Job Purpose: To provide administrative assistance for the Master and for colleagues in the Master’s and President’s Offices, in order to ensure the optimal operation of the department. To administer the College’s Title A Fellowship competition to present the best opportunity to attract and elect leading early-career academics to the College.

Principal Responsibilities

Support for the Master (on the Master’s Assistant’s non-working days/when otherwise absent):

- Receiving and dealing with messages for the Master by phone or email, including through the Master’s and the Master’s Assistant’s College email account. This may require forwarding to colleagues, drafting responses, filtering or responding directly
- arranging and managing the Master’s travel within and outside the UK
- arranging meetings for the Master (times, attendees, venues, online meetings, meeting and greeting guests as appropriate, ensuring refreshments are available etc.)
- administrative support for the Master, including printing, signing and despatch of letters and other correspondence, as required drafting letters for the Master’s signature and producing other documentation to support the department’s work.
• maintaining the Master’s electronic diary, greeting visitors, answering telephone calls, taking messages and using own initiative when dealing with enquiries.
• disseminating information to Fellows, staff and students in a timely manner.
• supporting events for the Master, e.g. liaison with Departments within the College or external organisations, ensuring smooth preparation, dealing with last minute issues, issuing invitations, and assisting the Master’s partner with arrangements for events when required.

Administering the JRF process

• Under the direction of the Assistant to the President, taking day to day responsibility for the administration of the annual Research Fellowship competition. This includes preparing and updating competition material, advertising, liaison with applicants, referees, assessors, Directors of Studies, Council and Committee members
• Managing the dedicated competition website, and any additional features or updates to it, in liaison with the College’s software provider
• Supporting the review of software for the competition, and if a change is made, lead the user-implementation of new software and systems, with the specialist support of the IT department
• Responding to technical queries from candidates and referees via email during the competition (typically around 1400 candidates worldwide register an application)
• Responding to queries from Directors of Studies who are required to read, grade and rank eligible applications in their subject area via the site
• Generating reports of graded and ranked candidates for shortlisting meetings of the two Title A Committees, where the long-list of graded candidates is reduced to approximately 30
• Attending the Title A Committee meetings and the shortlisting meetings.
• Supporting the annual review of the Title A Competition process, the presentation of the outcomes of the review, and input to recommendations for improvements to the process
• When candidates are elected and accept a Title A Fellowship, generating the required paperwork and checks to confirm the appointment, and prepare for the Fellows’ arrival and admission in liaison with colleagues and the relevant College Officers.

Support for the Dean of Chapel:

• receiving and dealing with messages for the Dean of Chapel by phone or email. This may require forwarding to colleagues, drafting responses, filtering or responding directly
• arranging meetings for the Dean (times, attendees, venues, online meetings, meeting and greeting guests as appropriate, ensuring refreshments are available etc.)
• administrative support for the Dean, including printing, signing and despatch of letters and other correspondence. Disseminating information to Fellows, staff and students in a timely manner.
• maintaining the Dean’s electronic diary
• arranging and managing the Dean’s travel within and outside the UK
• helping to organise, and supporting events for, the Dean.

Support the Research and Special Projects Manager (R&SPM), as required. This may include:

• Undertaking research and information gathering under the direction of the R&SPM
• Preparing papers, in hard or soft copy
• Preparing presentation material, including Powerpoint and other presentation software
• Organising meetings: organising online meetings, booking rooms for in-person meetings, managing guests and attendees, organising refreshments or other hospitality, preparing rooms and technology
• Attending meetings, taking notes, and following up actions
• Ensuring files and records (hard copy and digital) are appropriately set up and kept up to date, including for archival purposes
• Managing contact lists for individual projects

Support the Secretary to the College Council in administrative tasks relating to Council, including:

• Assembling and circulating Council papers for each Council meeting under the direction of the Secretary to the College Council.
• Following up actions from Council meetings
• Maintaining accurate and thorough records of Council business, including in liaison with the archivist
• Supporting specific projects and processes connected with College governance
• Preparing notices and lists associated with Council decisions (elections, appointments and awards; appeals; leave of absence; committees; Standing Orders).

General administration

• Provide assistance and cover for other Departmental members as required.
• Respond to general queries
• Undertake general office duties including: collection of post, ordering of stationery and other supplies

Person specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

Qualifications, Knowledge and Experience:

• Good university honours degree or equivalent
• Ideally, experience of administrative work, and/or of higher education

Skills, Abilities and Competencies:

• Excellent project planning skills
• Excellent IT skills including competency in use of Microsoft Office and web-based applications, with a willingness and ability to update skills as required
• Excellent communication skills, both verbal and written
• Ability to use tact and discretion when dealing with confidential matters
• Ability to take initiative and to be proactive
• Ability to work to deadlines
• Ability to maintain effective working relationships with other College Departments

Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £25,835.38 - £28,026.58 p.a. (depending on experience)
Hours of work: 36.25 per week
Location: The role is office-based, in the College.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit)
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

**Recruitment Process**

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

- by email to: recruitment@joh.cam.ac.uk
- or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Wednesday 29 September 2021**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.