EMMANUEL COLLEGE

Further particulars relating to the post of Rare Book Cataloguer – Temporary post

The College
Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The post
The College is seeking a highly motivated and well organised Rare Book Cataloguer to complete a rare book cataloguing project over a period of 12 months. The post is full-time, working Monday to Friday although part-time hours will be considered

The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual leave for full-time positions, (pro-rata for part-time posts) in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes,
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- Salary £22,623 per annum paid monthly, pro-rata accordingly for part-time staff.

Other benefits include:

- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Permanent Health Insurance cover is taken for staff,
- Full-time position for a total of 36.67 hours per week, working from 9am to 5pm Monday to Friday. Hours of work for part-time workers will be adjusted accordingly.
- Various discount schemes are available from local traders

Application process
Applications should be via completion of the application form together with a handwritten covering letter. The closing date for receipt of applications is 5pm on Thursday 23 May 2019. Interviews for this post will be held between 3–14 June 2019.

Applications should be addressed to the HR Assistant, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “Strictly Personal and Confidential” or via email to hr@emma.cam.ac.uk.