EMMANUEL COLLEGE, CAMBRIDGE

EMMA EXPERIENCE CO-ORDINATOR

Are you passionate about helping young people? If so, you should join an innovative co-curricular programme in Emmanuel College, Cambridge University called Emma Experience. It’s a programme that aims to enable the potential of our students so that they thrive in the world. It’s an approach that is distinctive among the colleges, made possible by new spaces and facilities that became available this year.

Background

Emmanuel College (often referred to as ‘Emma’) is one of the larger colleges of the University of Cambridge, embracing a community of around 500 undergraduate students; 200 graduate students; 90 Fellows and 170 college staff led by the senior management team of the Master, Bursar and Senior Tutor. 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 a committee structure.

Emma Experience was introduced in 2023. The programme aims to embrace and support the needs and potential of the whole person, an approach that is distinctive among the colleges and that is made possible by new spaces and facilities that have recently become available. Our aim is to send Emma members out into the world not only as academic achievers, but also as individuals who can use what they have learned for the benefit of society. We wish them to be people who flourish in the modern working environment and global citizens who contribute to their surroundings, and understand how to look after their personal health, wealth and wellbeing. We want to ensure that everyone develops the professional and personal skills they will need to thrive in life. The Emma Experience programme creates and curates events and opportunities for our college members.

A key part of the programme is to help our students explore careers so that they are better prepared to pursue them. Part of your role, as the Co-ordinator will be to curate and deliver this portfolio. To be successful, you will need to build strong relationships and communicate effectively with students, alumni, employers and professionals in the university careers service and elsewhere in order to design and deliver the best-possible career support.

The Role of the Coordinator

You will act as administrator to two newly formed activities. From October 2023, we are welcoming post-doctoral researchers to Emmanuel with the aim of reaching 100 of such members by October 2025. These are early career academics without a college home and we will encourage them to form a Research Society. You will help them arrange meetings and events. In addition, we are also introducing a programme to introduce Enterprise-related skills to the college community and run a competition. You will help to administer this.

You will report to the Emma Experience Director but also work closely with the Master (chair of the Governing Body and other committees that manage all college business), Senior Tutor (responsible for the educational activities of the college), Bursar (who looks after financial and administrative matters) and Development Director (who liaises closely with our 10,000 alumni) and their teams.
You will have a flexible approach to your role and be willing to help the Emma Experience Director as need arises. You will have strong written and verbal communication skills, interpersonal skills and the ability to work well within teams. Time management, organisational skills and data analysis are also requirements. You will be able to apply good judgement and take a creative approach to problem solving. A good working knowledge of Microsoft Office and experience in using databases is required.

**Principal responsibilities**

The main focus of the role is to support the Director deliver all aspects of the programme. Specific tasks are as follows:

- Help administer existing Emma Experience programmes, including responding efficiently to correspondence, scheduling events, and maintaining programme data.
- Assist in the development of Emma Experience programming, plans and projects.
- Support and work with the Emma Experience Director to implement Emma Experience programmes, plans and projects.
- Take the lead in the implementation of some programmes like Emma Enterprise in collaboration with other College members.
- Help execute and coordinate programme communications using multiple channels.
- Organise and manage activities to enable our students to navigate the career services available to them.
- Develop and administer a career mentoring and internship programme that connects alumni with students and recent graduates.
- Improve and administer the College’s online careers database.
- Collect and analyse data for monitoring and evaluation.
- Act as administrator to the College’s Post-Doc Research Society.

The post-holder is also expected to undertake any other duties and responsibilities that are consistent with the post of Co-Ordinator, as reasonably requested from time to time.

**The Post**

This is a full-time post working 36.67 hours per week. It is open to established job share partnerships who can cover the role full-time.

**Person Profile**

The college is looking for someone who is creative, interested in education, innovation, and career development and motivated to help develop skills and create opportunities for members of our collegiate community. They will have an appreciation of the value of fostering a spirit of curiosity and purpose. You will have a willingness to work collaboratively but can also work independently and show imagination and initiative. This will be accompanied by an openness to developing your own skills and acquiring new ones. The role will best suit someone who can comfortably work with a range of stakeholders from undergraduates and postgraduate students to staff, fellows, and members of the alumni community. This will require tolerance of a range of viewpoints and a willingness to facilitate programming for a diverse community.

We welcome applications from career changers. You may have had a role in education, or a career service, and are looking to move into higher education, or be looking to move into the
sector from a more commercial background. You’ll need to have a passion for helping students succeed and have superb communication skills, as well as the confidence to deal with ambiguity and changing priorities.

**Education and Qualifications**

- Experience of Higher Education.
- Experience organising and running events.
- Efficient at administrative tasks and attention to detail in managing data and other information.
- Excellent organisational, teamwork and leadership skills.
- Strong communicator with experience implementing effective communication strategies using multiple channels and with an awareness of different audiences.
- Excellent IT skills with experience of MS Office and Mailchimp an advantage.
- Experience of working with digital social media platforms.
- Design skills e.g. Adobe suite or similar software would be an advantage
- Familiarity with relational databases would be an advantage.

**Remuneration**

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions, in addition to statutory bank and public 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 within the range of £32,247 per annum dependent upon qualifications and experience. 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 and Life Insurance in conjunction with pension schemes,
  - Full-time position for a total of 36 hours 40 minutes per week, worked in accordance with a flexi time scheme from Monday to Friday, although the demands of this post may involve working outside of and in addition to these hours.
  - Various discount schemes are available from local traders

**Application process**

To apply for this role please send a CV and covering letter to hr@emma.cam.ac.uk. All applications should be marked “Strictly Private and Confidential”.

**The closing date for receipt of applications is 8th January 2024**

*Emmanuel College is an equal opportunities employer. We have a policy of equality of opportunity for all staff. Applications are welcome regardless of race, colour, ethnic or national origin, sex, marital status, disability, sexual orientation, religious beliefs or age.*