Further particulars relating to the post of Function Rooms Coordinator (35 hours per week)

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
This exciting opportunity for someone with excellent customer service and a willingness to help, to join the busy Catering Department coordinating the set-up of Function Rooms across the main College site.

Person Profile
The College is seeking to appoint a Function Rooms Coordinator to work within a small team who is self-motivated and enthusiastic.

The role requires a pro-active approach and a ‘can-do’ attitude along with the ability to prioritise a busy and varied workload.

The duties of the Function Room Coordinator are set out in more detail in the attached Job Description.

The person appointed will have:
- Excellent Customer service;
- Enthusiastic work ethic and willingness to help others;
- Ability to communicate clearly;
- Excellent problem solver;
- Ability to work as part of a team;
- Ability to work diligently using own initiative;
- Ability to cope with a varied and demanding workload;
- Ability to cope under pressure;
- Flexible approach to work.
- Experience of working in a similar role is desirable, although not essential;
The Rewards
The College Terms and Conditions of Employment provide for:

- Working 35 hours each week in accordance a rota which includes working alternate Saturdays although the demands of this post may involve working outside of and in addition to these hours,
- 25 days annual holiday 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,
- Permanent Health and Life Insurance in conjunction with pension schemes,
- The salary will be £18,141.

Other benefits include:

- A Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Access to the College Gym and swimming pool,
- Various discount schemes are available from local traders.

Application

Applications should be via completion of the application form together with a covering letter. The closing date for receipt of applications is 5pm on Friday 2nd July 2021.

Applications should be sent to hr@emma.cam.ac.uk.