Further particulars relating to the post of Schools Liaison Officer (SLO)

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 fixed-term full-time post, working 36 hours 40 minutes, from Monday to Friday. The normal hours of work are from 8.30am to 4.50pm, with a 60 minute lunch each day between 12.30pm and 2pm. During visits, hours of work will be adjusted accordingly. Outside of term a flexi-time system is in operation.

The Rewards

The College Terms and Conditions of Employment provide for:

- 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.
- The salary will be £27,660 per annum, payable monthly.

Other benefits include:

- Subject to eligibility, the colleges offers a contributory pension scheme
- Meal is available at lunch time at College expense
- Travel to work loan scheme
- Access to the College Gym and swimming pool
- Permanent Health Insurance
- Life Insurance in conjunction with pension schemes
- Various discount schemes are available from local traders

**Application process**

Applications should be via completion of the application form together with a hand written covering letter. The closing date for receipt of applications is **5pm on Monday 6th June 2022**.

Interviews for this post are expected to be held during week commencing 20th June 2022.

For an application form and job description, please visit [www.emma.cam.ac.uk](http://www.emma.cam.ac.uk)

Applications should be marked “Strictly Private and Confidential” and sent by email to [hr@emma.cam.ac.uk](mailto:hr@emma.cam.ac.uk)

*Emmanuel College is an Equal Opportunities Employer*