Emma Experience Director

The Role

The Emma Experience Director is an exciting new position at Emmanuel College, with the purpose of introducing an innovatory programme, *Emma Experience*. This will allow us 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 will be available by 2023. 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.

You will work with the Emma Experience Committee and report to the Bursar. The role will require you to liaise closely with key groups within the College, including Fellows, post-doc members, student societies (including the MCR and the students’ union), and alumni. The purpose of the role is to coordinate events, including meetings, talks, seminars and competitions, in order to form a termly programme of academic and extra-curricular activities open to students, the Fellowship and others to enhance the intellectual and cultural life of the College. In particular, it will enable students and post-docs to acquire and enhance their life skills and workplace skills. You will assess the effectiveness of the programme and suggest ways it might evolve.

The extra-curricular programme which the College, through the Emma Experience Committee, is establishing will have three strands:

*Enhancing life skills:* assist those who live, work and study in Emmanuel in acquiring the skills needed to make the most of their time at the College and then to flourish in a future workplace. These skills include leadership, professional ethics, and team-building; communication and presentation; an understanding of entrepreneurship; and preparation for job and internship applications.

*Promoting health, wealth and wellbeing:* help students acquire skills that will support their wellbeing. These skills include personal and financial self-care, such as understanding issues related to their work/life balance, relaxation or mindfulness, understanding and navigating relationships with others, and developing interests beyond their studies or work.
Global citizenship: enable those who live, work and study in Emmanuel to explore and understand how, throughout their lives, they may make a positive impact on the world. This will range from understanding the evolving policy choices in balancing people, nature, and climate to understanding the opportunities for volunteering or working with a charity. It will also involve exploring wider cultural awareness and taking part in outreach activities. Its purpose is to provide insights and knowledge into these challenges and the opportunity for our members to explore how they might act to change and improve their lives and the lives of others.

Role Purpose

The person appointed will:

Support the activities of the College’s post-doc members (there will eventually be 100), acting as a point of contact for them and their committee. For the post-docs this will include support both for academic events and for social events, including a number of College dinners annually.

Design, coordinate, and promote a programme of extra-curricular events open to all who live, work and study at Emmanuel, with the aim of enhancing intellectual, life and workplace skills.

Ensure that this programme has a wide appeal within our community, and encourage participation across different groups within the College.

Support and publicise events and activities which are arranged by others, for example, student clubs and societies.

Provide administrative support and guidance to students, student societies, post-docs and Fellows who are organizing events in College.

Host, oversee and present at events, such as workshop focusing on particular skills.

Liaise with College Officers, the College Counsellor, the Development Office and others concerning the design, timing and promotion of events. For example, some events will be publicized to alumni via the College Development Office.

Liaise with alumni who the Development Office or the Emma Experience Committee have identified as being able to contribute to planned events.
Job Description

The salary is £37,335.
The post is full-time (36 2/3 hours a week).
The Emma Experience Director will be responsible to the Emma Experience Committee, reporting to the Bursar.
The place of work is Emmanuel College, Cambridge.
The post will be associated with a Bye-Fellowship at the College.

Specific Duties

1. Providing administrative support to the College’s post-doc members in arranging academic and social events.

2. Liaising with Fellows, college staff, student societies, the students’ union, the MCR, the post-doc committee, the Development Office and external organisations to establish a termly programme of planned events. Advising the Emma Experience Committee on the content and balance of that programme;

3. Designing and bringing to fruition a new programme of skills-based events. This will include supporting, prompting, and encouraging Fellows and others to develop relevant initiatives;

4. Providing administrative and organizational support to students, Fellows and post-docs who are arranging events as part of this programme, including liaison with external speakers etc and other College departments as appropriate;

5. Liaising with alumni, and in particular recent graduates, to ensure that the Emma experience programme is appropriate for current needs. Also liaising with those alumni who will take part in the delivery of particular events;

6. Publicising a termly calendar of events both within the College and to alumni via the Development Office, using the College website, social media and e-mail distribution as appropriate;

7. Issuing invitations to named lectures and other events at which attendance is restricted and coordinating associated dining arrangements on those occasions. This will include organizing a number of post-doc dinners each year;

8. Hosting, coordinating and presenting at a number of skills-based events each year;

9. Providing appropriate administrative support to Fellows and post-docs who are organizing events in College related to their research.

Applications, including a completed application form, CV, and covering letter, should be sent to the Bursar (bursar@emma.cam.ac.uk) by 16 June 2022. Interviews are expected to be held in the week beginning 27 June 2022.