Further particulars relating to the post of Personal Assistant to the Development Director

The College

Emmanuel College 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 Master, Mr Douglas Chalmers. The main college site occupies extensive grounds, sited in the centre of Cambridge and provides an environment for learning and living that is both beautiful and peaceful.

Like the College, the Development Office is known for its warm, friendly and welcoming approach to every member of the Emmanuel community. Intimacy and attention to detail characterise the department’s work and are a hallmark of its approach. Typically, the first point of contact for Members and friends, the Development Office is committed to remaining true to all that makes Emma such a special place.

The Post

The Personal Assistant to the Development Director is a critical role within the development team. It is a varied role that will reward flexibility, superb organisational and interpersonal skills, independent thinking and a confident and positive approach to work are essential to the role, as is the ability to work as part of a team but also with the minimum of supervision.

Reporting to and working closely with the Development Director, the Personal Assistant will provide high-level administrative, logistical and project management support for the Director, support the smooth and effective day-to-day running of the office, and manage contact and relationships with the key members, staff and Fellows with whom the Director interacts.

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
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be in the range £33,272 - £35,167 per annum, payable monthly depending on experience.

Other benefits include:

- Meal is available at lunch time at College expense,
- Access to the College Gym and swimming pool,
• Permanent Health Insurance cover is taken for staff,
• 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, along with some flexibility to work from home for up to 2 days a week following an initial period. The demands of this post may on occasion involve working outside of and in addition to these hours.
• 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 2 December 2022.

Completed applications should be sent by e-mail marked ‘Strictly Personal & Confidential’ to HR@emma.cam.ac.uk.