



HUGHES  
HALL  
UNIVERSITY OF CAMBRIDGE

## Conference Operations Assistant

This is an exciting opportunity for sociable & friendly individual who enjoys serving and interacting with people to join the Hughes Hall team in this busy hands-on role.

<b>Job Title</b>	Conference Operations Assistant
<b>Location</b>	Hughes Hall, Cambridge CB1 2EW
<b>Reporting to</b>	Conference & Events Manager
<b>Contract Type</b>	Permanent
<b>Probation Period</b>	Six months
<b>Salary Range</b>	£20,114.00 per annum (spine point 22 on the University's Single Salary Scale including a 2.5% uplift)
<b>Hours of Work</b>	37.5 hours per week averaged over a 4 week period including weekends and evenings depending on business needs.
<b>Annual Leave</b>	Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.
<b>Pension Eligibility</b>	The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.
<b>Mental Health Peer Support Programme</b>	All staff members have access to the College's Mental Health Peer Support Programme, supporting <a href="#">Mind's Mentally Healthy Universities initiative</a>
<b>Additional Benefits</b>	<ul style="list-style-type: none"><li>• Medicash healthcare plan (<a href="https://www.medicash.org/">https://www.medicash.org/</a>)</li><li>• Free lunches on working days</li><li>• Free Life Assurance cover</li><li>• Enhanced sick pay</li><li>• Cycle purchase scheme</li><li>• Annual season ticket loan</li><li>• Free on-site car parking (subject to availability)</li></ul>

The University of Cambridge's oldest graduate college, Hughes Hall bears the name of its founding Principal, Elizabeth Phillips Hughes. Established in 1885 as a women-only teaching College, we now accept postgraduate students and mature undergraduates in all areas of study and research, offering scholarships and bursaries targeted at new and continuing students.

We are one of the most international colleges, bridging the academic and external worlds, with an open and informal atmosphere. A distinctive aspect of college life at Hughes Hall is an egalitarian culture where interaction and engagement between the senior membership and students is open and encouraged; and everyone is allowed to walk on the grass!

A dynamic and progressive College, we have 56 Governing Body Fellows, 219 further Senior Members from all walks of life, 874 full- and part-time postgraduates and 177 mature undergraduates from more than 80 countries. Particularly distinctive is our “Bridge Fellows” programme, which brings a diverse group of outstanding individuals from outside the University into our Fellowship as full members of Governing Body. An oasis of calm and quiet near the busy city centre, we provide a relaxing yet stimulating environment for study and research. Hughes Hall is situated alongside Fenner’s Cricket Ground, just off the cosmopolitan Mill Road.

We are focused on being an intellectual force at the centre of the University, concentrating on translating research into impact and inter-disciplinary collaboration. We have strengths in five subject areas, broadly in the Sciences and Social Sciences, where collaboration between the academic and wider worlds thrives: Physical Sciences, Engineering and Mathematics; Life Sciences; Business and Economics; Education and Social Sciences; and Law. We have world-leaders in each of these fields developing dynamic communities of interest within the College, with a reach far beyond our boundaries.

A determination to change the world for the better is realised through our [Bridge](#) initiative which leverages the College’s multidisciplinary perspective, international nature, and external focus to help turn brilliant ideas into lasting change. The Bridge at Hughes Hall helps researchers build relevant skills and enables networking and matchmaking between our academic community and external partners. It is structured around four themes, in various stages of development, through which we aspire to have impact on societies and engage our students: Global Health; The Future of Education; Environment and Energy; and Artificial Intelligence and Big Data. The Bridge also supports our [centres](#): the Centre for Climate Change Engagement, Oracy Cambridge, Cambridge Governance Labs, and the Cambridge Centre for Digital Innovation.

These hubs of academic and professional innovation are having a wide-reaching influence, drawing global attention to Hughes Hall, and are one aspect of a large, vibrant, friendly, and ambitious community dedicated to supporting one another in the pursuit of excellence, using academic learning to bring about real change and growth in the world.

Our [website](#) contains further information about our history, people, work, and values.

### **Job Purpose**

The Conference Operations Assistant will work under the direction of the Conference & Events Manager supporting all aspects of conferencing and domestic operations for the College. The role includes assisting with setting up and servicing of multi-purpose rooms, providing refreshments for delegates and ensuring that the facilities are kept clean and tidy at all times. There is a requirement for Conference Operations Assistants to work independently with little or no supervision and have an ability to prioritise tasks to ensure that all deadlines are met.

### **Main Duties**

- Setting up of conference rooms including arranging furniture, vacuuming between uses if required and servicing during breaks in conference.
- Feedback and attend de-brief meeting to develop best practice and continuous

improvement.

- Check and maintain coffee and tea facilities in Desmond Hawkins Room and Staff Rooms.
- Attend departmental meetings as required.
- Liaise with the Conference Team to ensure sets up and customer requirements are correctly delivered.
- Reporting any faults or damages to maintenance.
- Helping with AV set up in the conference rooms.
- Setting up, serving, and clearing down tea/coffee stations and any food service.
- Servicing of conference rooms, common areas, washroom facilities and kitchens.
- To ensure conference & training rooms are clean and well always maintained.
- To assist food & beverage service and delivery across the College including Formal halls, College Events and Cafeteria.
- Ensuring that the College grounds and frontage are maintained including sweeping paths and collecting litter.
- Assisting with students moves or other tasks as required.
- Ensuring that guests are always treated courteously and in a professional manner.
- Dealing with problems or complaints effectively and diplomatically

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.

## Person specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good levels of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>• Manual handling/working at height/COSH or first aid certificates</li> </ul>
<b>Physical Demands</b>	<ul style="list-style-type: none"> <li>• Ability to work at height</li> <li>• Physically able to lift objects up to 25kg</li> </ul>	
<b>Skills, knowledge, experience</b>	<ul style="list-style-type: none"> <li>• IT competent; ability to use Microsoft programmes and an understanding of AV set up.</li> <li>• A good level of spoken English (this is essential to carry out the duties of the position and for Health and Safety training)</li> <li>• Reliable, conscientious, professional approach</li> <li>• Ability to prioritise effectively</li> <li>• Ability to work independently, in a proactive way as well as work well as part of a team</li> <li>• Ability to cope well with a varied workload</li> <li>• Ability to communicate effectively with members of the College</li> </ul>	
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> <li>• Reliable and well organized.</li> <li>• Ability to communicate and work as part of a team within the Catering Department.</li> <li>• Flexible and responsive in approach to direction received.</li> <li>• Willingness to offer commitment to the post in terms of energy, enthusiasm and time.</li> <li>• Adaptive and receptive to change and variety with the ability to cope with a varied and demanding workload.</li> <li>• Good sense of humour with a cheerful disposition and positive approach</li> <li>• Smart appearance</li> </ul>	

All staff at Hughes Hall are expected to engage in continuing professional development, to comply with the data protection legislation and to comply with College's Staff Handbook, Health & Safety Policy, and all relevant procedures.

### **Screening Check Requirements**

The College has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Any offer of employment will be subject to the College verifying that you are eligible to work in the UK before you start work.

If you are invited to interview, you will be asked to bring original documents from List A or List B (below) and a copy will be taken; alternatively, if you hold a 'digital immigration status', your Share Code will be required to access this status online.

- List A: Documents/statuses which denote an unrestricted and unlimited right to work in the UK
- List B: Documents/statuses which denote a temporary and/or restricted right to work in the UK

### **Application Process**

To submit an application for this vacancy, please complete the job application form and include a covering letter outlining how you meet the job description and person specification.

You are also encouraged to complete the College's Equality and Diversity Form. Hughes Hall values diversity and is committed to ensuring equality of opportunity. The College welcomes expressions of interest and applications from candidates from all communities and a diversity of backgrounds.

All documentation should be emailed to [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).

The closing date for applications is **29<sup>th</sup> June 2022 at midday (GMT)**. Interviews will be held at Hughes Hall, Cambridge.

### **Data Protection**

Any information given will be processed for employment selection and statistical purposes. To understand how your personal data will be processed during the application process, please see the [Data Protection Statement for Job Applicants](#).

For an informal discussion about the post, please contact Carol Green on [csq43@hughes.cam.ac.uk](mailto:csq43@hughes.cam.ac.uk). If you have any questions about the application process, please contact the HR Manager on [hr@hughes.cam.ac.uk](mailto:hr@hughes.cam.ac.uk).