Job Description

This is an exciting opportunity for an Administrative Assistant to join Hughes Hall’s Pathways Programme.

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<tr>
<th><strong>Job Title</strong></th>
<th>Pathways Programme Assistant</th>
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<tr>
<td><strong>Location</strong></td>
<td>Hughes Hall, Cambridge CB1 2EW</td>
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<td><strong>Reporting to</strong></td>
<td>Pathways Programme Manager</td>
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<td><strong>Contract Type</strong></td>
<td>6 months Fixed Term, with the possibility of extension</td>
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<td><strong>Probation Period</strong></td>
<td>3 months</td>
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<td><strong>Salary Range</strong></td>
<td>£23,144-£25,742 (spine points 24-29)</td>
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<td><strong>Hours of Work</strong></td>
<td>37.5 hours per week Monday to Friday (with occasional evening and weekend work for which time in lieu will be given)</td>
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<td><strong>Annual Leave</strong></td>
<td>Annual paid leave of 25 days plus public holidays. Adjusted pro rata for part time hours.</td>
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<td><strong>Pension Eligibility</strong></td>
<td>The College offers membership of a contributory pension scheme with matched employer contributions up to 8%.</td>
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<tr>
<td><strong>Mental Health Peer Support Programme</strong></td>
<td>All staff members have access to the College’s Mental Health Peer Support Programme, supporting Mind’s Mentally Healthy Universities initiative</td>
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| **Additional Benefits** | • Medicash healthcare plan (https://www.medicash.org/)  
• Free lunches on working days  
• Free Life Assurance cover  
• Enhanced sick pay  
• Cycle purchase scheme  
• Annual season ticket loan  
• Free on-site car parking (subject to availability) |

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 Pathways Programme is a new and innovative initiative which aims to develop and support undergraduate and postgraduates students’ educational, personal and career development. The Pathways Programme Assistant is responsible for providing general administrative support to the Pathways Programme Manager in designing, delivering, promoting and evaluating a 1-year pilot programme. The role will be line managed by the Pathways Programme Manager.

**Main Duties**

- Acting as first point of contact for all general Pathways Programme enquiries (phone, email, in person) from Hughes Hall students, support staff, academics, and external speakers and forwarding enquiries to the relevant member of staff
• Assisting in producing accessible teaching materials (proofreading and printing handouts, creating video transcripts)
• Taking minutes of Pathways Programme Project Team meetings as required
• Liaising with Communications Team to design printed promotional communications (creating event and programme posters and leaflets)
• Assisting with Pathways Programme event organisation and delivery (creating Eventbrite pages, booking rooms, organising refreshments and AV equipment, sending out event mailings, responding to event enquiries, supporting teaching sessions)
• Providing Pathways Programme Manager with information for reports and assisting in preparing documents for Council meetings and Governing Body meetings
• Maintaining diary of Pathways Programme events
• Attending College open days and induction events as required
• Assisting with programme evaluation (distribute and collect evaluation forms)
• Providing occasional office cover for the Library Team
• Monitoring and ordering office equipment as needed

Other
• Assisting the Pathways Programme Manager in implementing the College’s 2030 Vision
• Creating and updating day-to-day procedural documentation for the Pathways Project Team
• Liaising with Hughes Hall colleagues, and with staff in other Colleges, Faculties and Departments, and the University as required
• Maintaining and updating skills and professional development
• Actively engaging with appraisal processes
• Being responsible for own health and safety in the workplace
• Complying with college policies including equality of opportunity and data protection
• Making recommendations to the Pathways Programme Manager for improved policies and procedures
• Undertaking any other reasonable request or duties commensurate with this post

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

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Education and Experience</strong></td>
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<tr>
<td>Educated to A-level standard /NVQ level 3, or an equivalent of practical experience</td>
<td>Experience of organising events</td>
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<td>Previous administrative experience</td>
<td>Experience of working with computerised bookings and membership systems</td>
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**Skills and Abilities**

- Experience working in a Higher Education setting
- Familiarity with software which supports hybrid working, for example Zoom, MS Teams, etc.

**Skills and Abilities**

- Experience of using a learning management system (e.g. Moodle)

**Excellent attention to detail**

**Excellent IT skills, with knowledge of MS Office and Outlook**

**Flexible, can-do attitude**

**Excellent verbal and written communication skills**

**Excellent team-working skills; enjoy working in a team and supporting a range of activities**

**An interest in supporting students**

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.

The closing date for applications is 10th September at midday. Interviews will be held at Hughes Hall, Cambridge during the week of 18th September.

**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 the Ellie Greer, Pathways Programme Manager, on eg484@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.