



HUGHES HALL

UNIVERSITY OF CAMBRIDGE

Communications Assistant

Job description

This is a new opportunity for an enthusiastic and creative individual with experience of professional communications, managing social media platforms, content development and wider digital engagement, to join the College.

Hughes Hall is a University of Cambridge College with a supportive and stimulating working environment. With a large and thriving academic community from around the world, and leading researchers addressing today's most pressing problems – from climate law and digital education to health justice and inclusive learning – we have an exciting story to tell.

Ours is a story of global impact, of innovation in academia, and of inclusion across our community; we are looking for someone to help us tell it.

This role will support a broad range of internal and external facing communications, engaging and collaborating with colleagues from across our College community, and reporting to the Communications Manager. There will be a particular focus on digital engagement, with responsibility for College's social media channels, as well as supporting website administration, student-focussed communications, and the development of engaging news and digital content including video, and photographic work.

Job title	Communications Assistant – Part time would be considered
Location	Hughes Hall, Cambridge CB1 2EW
Reporting to	Communications Manager
Contract type	Permanent
Probation period	Six months
Salary range	£27,979 to £32,982 (spine points 32-38) depending on experience
Hours of work	26 - 37.5 hours per week (around 0.70 - 1.0 FTE applications considered) worked Monday to Friday.
Annual leave	Annual paid leave of 25 days plus public holidays. Pro rata for part time members of staff.
Benefits	Benefits include Medicash Healthcare Plan, a contributory pension scheme, enhanced holiday entitlement, free lunch in college, flexible working (role dependent), and a range of other discounts and support services – see full list here .

About Hughes Hall

The University of Cambridge's oldest graduate college, Hughes Hall was established in 1885, and accepts 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.

Joining Hughes Hall means being part of a dynamic and progressive college with around 150 members of staff, 250 Fellows and senior members, and around 900 students, predominantly postgraduates, from more than 80 countries. An oasis of calm near the busy city centre, we provide a stimulating environment for work, study and research. Hughes Hall is situated alongside Fenner's Cricket Ground, just off Mill Road.

We are committed to protecting the health, wellbeing and safety of our community. Working for us means being able to access health, wellbeing and welfare resources, social events, and training and professional development opportunities provided by the college and the University of Cambridge.

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 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 communities of interest within the College, with a reach 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, as well as supporting our centres of research excellence: Climate Engagement, Oracy Cambridge, Digital Education Futures Initiative, and the Cambridge Digital Innovation.

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

Job purpose

Working with the Communications Manager you will help to tell our College story by highlighting Hughes Hall's strengths and strategic priorities including excellence in research, inclusion and diversity, and the quality of student experience, through the development of innovative content across different channels; primarily by managing and optimising our social media channels, enhancing our written and visual content and resources, developing digital campaigns for target audiences, and optimising website delivery and user experience.

Candidates should be able to think tactically about the use of communications channels, and administration and engagement processes, to embed College values and optimise College objectives, as well as being prepared to deliver more routine tasks. Reporting on progress to our wider community, enhancing internal communications, and making good use of relevant evaluation and analytics systems will also be key. We are keen to interview candidates with skills in social media, visual content development/editing and experience of developing student-focussed campaigns and engagement strategies. Experience in a higher education setting would be valuable as would competence in a range of engagement activities and administrative processes, as well as knowledge of inclusion and widening participation aims and activity.

The post is available on a full-time basis, although part-time applications are also welcome (minimum 70% FTE). Please note a preference on your application.

Main duties

1. **Social media and analytics:** Managing and optimising College social media channels and implementing a strategic approach to their development, including the use of analytics, and other metrics.
2. **Digital engagement:** Developing digital campaigns for target audiences to support cross-departmental objectives.
3. **Content development:** Supporting the production and dissemination of news items, publications, impact summaries and other updates to the College community, and key stakeholders across multiple platforms.
4. **Visual resources:** Using video editing and photography skills to develop the College's visual resources and identity, as well as outreach and engagement efforts.
5. **Engagement:** Supporting and measuring College activity, on- and off-line, and connectedness with internal and external audiences, including embedding the academic cycle into communications priorities and survey work.
6. **Website:** Supporting the development of the College website, SEO and user experience, ensuring content is engaging, relevant and up to date, and that website development is reviewed and evaluated.
7. **Collaboration:** Support development of communications targeting future students, optimise communications with current students and help develop communications conduits with other colleges, departments and external stakeholders as necessary.

The post-holder may be asked to take on different tasks in support of communications activity or events, and all employees are expected to work collaboratively to support the overall work of the College. There may be occasional requests to support events or other activities which fall outside normal working hours.

Person specification

Essential – Education and experience	Desirable – Education and experience
Educated to degree level or equivalent professional experience.	Experience of working in a Higher Education community.
Experience of running professional social media platforms responsively, innovatively and responsibly.	Experience of mapping and improving website user customer journeys (UX) and working knowledge of SEO practices.
Experience of creating, editing and disseminating a range of innovative content, for example, photography, video, blogs, podcasts.	Experience of developing and delivering digital engagement campaigns (email, social media, web-based).
Technically competent, including across Microsoft Office suite, digital platforms, website content management systems, and or web analytics.	Experience supporting events and other engagement activities including tech support, administration and evaluation.
Experience in an administrative role.	Experience of Adobe Creative Suite and/or similar design software eg Canva.
Essential – Skills and Abilities	Desirable – Skills and Abilities
Excellent interpersonal skills including ability to engage with peers at all levels across the College community and target audiences.	Analytical skills, with an understanding of how to gather audience insight and use data to shape decisions, gauge impact, shape metrics and improve outcomes.

<p>Able to work collaboratively and with strong organisational skills, accuracy and good attention to detail.</p> <p>Excellent communication skills; able to translate complex ideas or research to produce engaging content; and to write fluently, concisely, and coherently.</p> <p>Flexibility and the ability to act on own initiative are key as well as being able to juggle priorities and work at pace.</p>	<p>Awareness of equality, diversity and inclusion issues and values.</p> <p>Understanding of accessibility requirements regarding content and communications.</p> <p>Able to engage supportively and proactively with a range of people to make a difference to their experience, impact and outcomes.</p>
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Screening Check Requirements

We have a legal responsibility to ensure you are eligible to live and work in the UK. Further guidance on right to work checks for EU, EEA or Swiss citizens can be found at: [Right to work checks: employing EU, EEA and Swiss citizens - GOV.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 Midday (GMT) on 31st January 2024. Interviews will be held at Hughes Hall, Cambridge during the week commencing 12th February 2024.

Any information given will be processed for employment selection and statistical purposes. You will find all of the relevant Data protection Statements on our website at www.hughes.cam.ac.uk/wp-content/uploads/2021/06/Hughes-Hall-Data-Protection-Policy1.pdf and also on page 7 of the application form.

For an informal discussion about the post, please contact Sarah Langford on sarah.langford@hughes.cam.ac.uk. If you have any questions about the application process, please contact the HR Manager on hr@hughes.cam.ac.uk.