JOB DESCRIPTION: Student Programmes Administrator

Responsible to: Head of Student Services

Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional, and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities. To support this aim, the College runs a Bridging/Transition to University Programme for incoming undergraduates and a Thrive Programme for existing students, to help develop skills in academic study, career progression and personal wellbeing and development.

Purpose of Job

The post-holder will undertake a range of duties on behalf of the Deputy Senior Tutor for Teaching and Learning. They will act as the primary internal and external interface for all Thrive and Bridging/Transition Programme matters. For such activities, they will liaise directly with the Head of Welfare and Wellbeing and the Fellow for Postgraduate Affairs. The post-holder will work closely with the Student Services team.

The individual will need excellent administrative skills, be able to work with fellows and students cross-departmentally, the ability to work independently and show initiative, an appreciation of deadlines and an ability to plan and coordinate the delivery of a programme of activities. Data reporting and evaluation of programmes will be expected.

Role Duties and Responsibilities

Management of the Thrive and Transition Programmes

- To assist the Deputy Senior Tutor with the designing, planning and day-to-day running of a Transition Programme for incoming undergraduate students and with evaluating the success of the programme.

- To support a new personal development programme for students once the initial transition programme is established, helping them to plan for entering the world of work.

- To liaise with the wider College community on matters relating to the personal development and employability of students.

- To support the network of contributors (both College staff and external) to the programmes and coordinate their engagement.

- To support the Thrive volunteer/community service component.

- To work with the relevant Senior Officers and Fellows in designing and planning for the day to day running of the Thrive programme for academic skills and career development and evaluating the success of the programme.

- To design and implement an effective, ongoing evaluation strategy with robust reporting mechanisms.

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- To be responsible for the management of the Thrive and Transition programme budgets.

- To work with the Development Office to help with fundraising as appropriate.

- To act as Secretary to the Programme Steering Groups.

- To convene and run student-experience focus groups.

- To work closely with Foundation Year Directors of Studies and Tutors to ensure that this dovetails well with Transition Programme and Thrive.

Awarding Gap Working Group
- Act as a member of this group and provide data and analysis from Tableau and CamSIS as appropriate.

All areas
- Ensure compliance with legal responsibilities in relation to Data Protection, Freedom of Information, Safeguarding and the accurate and timely management of programme records.

- Provide strategic oversight of all areas of the programmes and regularly review administrative systems and processes to ensure good practice, efficiency, and high standards of delivery.

- Support the Deputy Senior Tutor in providing reports to Academic Policy Committee and Education Board on the programmes.

- Manage the budget for the programmes on behalf of the Deputy Senior Tutor.

College Committees
Secretary of:
- Bridging and Transition Programme Working Group,
- Thrive Steering Group and Feedback Groups

Member of:
- Awarding Gap Working Group

- The post holder will be required to be familiar with, and work in accordance with, all College policies and procedures

- The post holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, and other training as advised by the Health and Safety Officer

- To undertake any other duties as instructed by the Deputy Senior Tutor and as appropriate to the role

NB This role requires flexibility in working hours at the beginning and end of the day and occasional weekend work at various points during the academic year.

This job description may be subject to change following consultation between the Deputy Senior Tutor and the post holder. As it is a new role to College there is an expectation of a review of the scope of the role after two years.

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PERSON SPECIFICATION

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications and Experience	Essential	Desirable
Educated to degree level or equivalent	✔	
Substantial experience of working at a senior administrative level	✔	
Experience of working in a Higher Education environment	✔	
Experience of Information Management	✔	
Experience of developing promotional material	✔	
Experience of managing a budget	✔	
Experience of working with fundraisers and through them potential donors	✔	
Experience of convening and acting as Secretary to committees		✔
Experience of Cambridge University and its colleges		✔
IT Skills		
An excellent working knowledge of Microsoft Office (including Word, Excel, Outlook and PowerPoint) and the use of websites for communication	✔	
Experience of CamSIS and Tableau		✔
Experience of maintaining websites		✔
Other Skills & Personal Attributes	**Essential**	**Desirable**
Excellent interpersonal and communication skills with the ability to engage effectively with a wide range of people	✔	
The ability to work quickly and accurately, with excellent attention to detail and to tight deadlines	✔	
Excellent planning and organisational skills with the ability to think strategically and can delegate responsibly and effectively	✔	
The ability to adapt and be receptive to change and to enable others to be positively responsive to change	✔	
Reliability and trustworthiness with the ability to maintain confidentiality at all times	✔	
A professional approach with the ability to take accountability for decisions and to maintain composure when under pressure.	✔	
A desire to work with young people and to provide the best student experience.	✔	
An understanding of the range of demands on Directors of Studies, Tutors and others who will be contributing to this programme	✔	

Girton College is committed to providing equality of opportunity. As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010. Applications are welcome from candidates of all backgrounds particularly from those belonging to groups that are underrepresented in similar roles among Cambridge Colleges.

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EMPLOYMENT	
Salary	£26,396 - £27,929 per annum + benefits (Girton Single Spine Points 32-34 pro rata)
Working arrangements	20 hours per week, normally to be worked Monday to Friday (other patterns will be considered)
Contract term	Permanent, subject to a six-month probationary period.
Annual leave	34 days (inclusive of bank holidays)

Other	We also offer:
	    Workplace Pension
	    Cycle to Work Scheme
	    Access to Healthcare
	    Gym & swimming pool
	    Free Staff Lunch and refreshments
	    Staff discount to hold private events in College
	    Local Discounts via the University
	    Access to a Holiday Playscheme
	    Free Parking on-site
	
	Some of the above are non-contractual

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