



Welcome to Girton College

Candidate Pack

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About Girton College

About Girton and Swirles

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.

Girton is a relaxed, friendly and close-knit college set in 50 acres of spectacular grounds that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision.

It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 175 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

What we can offer you

Our benefits:



34

days annual leave
(inclusive of bank holidays)



Free on-site parking



Free use of our gym and indoor heated swimming pool (plus other onsite sporting facilities)



- Workplace Pension
- Cycle to Work Scheme
- Access to Healthcare
- Opportunity to work flexibly
- Free staff lunch & refreshments
- Local discounts via the University
- Staff discount to hold private events in College.





The Role

Summer Programmes Deputy Director

Department background and structure

Girton College runs its own academic summer programmes in a range of subject areas, mostly for undergraduate students at universities across the world. Some of these programmes are customised programmes, carefully designed to meet the particular needs of our partner universities, and we also have other summer programmes in Business, Economics and Engineering that are open to undergraduate students at any university. In addition, since the start of the Covid-19 pandemic, we have adapted our offering to provide a portfolio of online programmes throughout the year.

Department: Summer Programmes

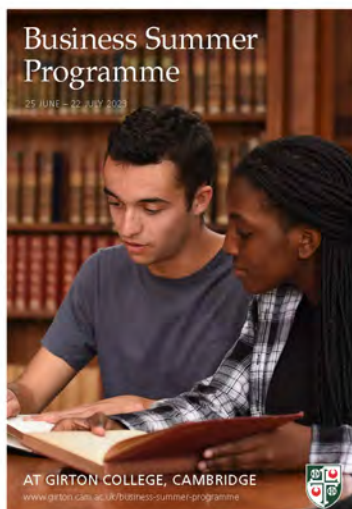
Reporting to: Director of Summer Programmes

Working with: Summer Programmes Manager, Summer Programme Administrators, Head of Catering and Conferencing, Head of Finance, temporary programme staff including Lecturers and Student Assistants (SAs), students attending programmes, staff across Girton, as well as staff across the University and contacts at partner institutions.



Role Purpose

Reporting to the Director of Summer Programmes, the Deputy Director will lead on managing relationships with certain key partners and establishing new partnerships, contribute to strategic planning for business development and growth, work with the Director in developing the academic content and staffing of programmes, with the team to ensure the successful delivery of programmes over the summer, and assist with managing the operational GSP team. There will also be close working with the Head of Catering and Conferences to ensure that GSP integrates with the rest of the college's activities into an optimised combined commercial strategy.



Main Responsibilities



Relationship with Partners

Establish and maintain mutually beneficial relationships with overseas partner institutions through regular communication, recruitment visits and attendance at international conferences and events that support such relationships.

Strategic Planning

Work with the Director on strategic planning for business development and growth and contributing to developing marketing strategies for specific target markets.

Academic Programme Development

Working closely with the Director, to design academic course content, and arrange for its delivery and ensuring that students are appropriately assessed and that courses meet the requirements of home institutions.

Summer Programme Management

Together with the Director and Summer Programmes Manager to oversee the day-to-day running of the residential programmes including managing, guiding and training Student Assistants.

This will include (but not limited to):

- **GSP Department Management**
Deputise for the Director and work together collaboratively to lead and develop the team to deliver the GSP operation to a high standard.
- **Manage the Summer Programmes Office**
Assist with the management of the Summer Programmes office during office hours while the programmes are in residence, deal with enquiries and requests, report incidents, and allocate tasks to SAs and Administrators as needed.
- **Programme Arrivals and Departures**
Assist with student arrival/orientation sessions, and student departures. With other members of the team, to be present at the welcome buffet and give a short welcome/orientation talk.
- **Formal Dinners**
To lead evening Formal Halls which take place during summer programmes, liaise with appropriate staff to ensure the smooth and professional running of these evenings, and act as a host to accompanying staff from students' home universities.
- **On-Call Cover**
To provide on-call cover as part of a rota, respond to student emergencies or serious problems as needed out of hours.



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
Demonstrable experience of developing and maintaining successful professional partnerships (experience in international partnership development desirable).	✓	
Track record of success in a commercial environment, including business planning and business development.	✓	
Experience of working on short-term programmes for international students, at a similarly senior level of leadership.		✓
Educated to degree level (higher qualifications desirable).	✓	
Experience of managing and motivating teams effectively.	✓	
Demonstrable ability to understand and advise on academic programme design and delivery.		✓
Previous experience of working in an educational setting, ideally HE.		✓
Experience of marketing, managing social media channels, and websites as well as creating attractive content in a work context.		✓
Skills and Knowledge	Essential	Desirable
Excellent written and verbal communication skills, with the ability to communicate appropriately, utilising where needed high levels of cultural sensitivity and diplomacy.	✓	
Good research skills and analytical abilities.	✓	
Ability to use Excel and other tools in order to put together financial plans, model scenarios and construct budgets.	✓	
Ability to identify key markets and put together persuasive material to engage and enthuse relevant people.	✓	
The ability to plan, coordinate and deliver successful summer programmes.	✓	
The ability to work with international students, provide them with clear leadership and offer exceptional customer service.	✓	
Knowledge of the higher education sector and study abroad.	✓	
Excellent IT skills, including Microsoft Office and email systems, including Outlook, Word, Excel, PowerPoint, and Google Calendar.	✓	
Excellent organisational skills and experience of working under pressure with a varied and demanding workload.	✓	
Knowledge of Health and Safety, particularly Risk Assessments.		✓
Experience of working with international students.		✓
Personal Qualities	Essential	Desirable
Ability to work well with a wide variety of people at all levels throughout college and outside, and to represent the college with senior academics and commercial partners.	✓	
Capable of working independently; able to take initiatives and decisions as appropriate; able to judge when it is important to consult or refer.	✓	
The ability to prioritise own workload and to work with minimal supervision.	✓	
A friendly, positive, and encouraging approach.	✓	
The ability to be flexible and adapt to changing circumstances.	✓	
Reliability, trustworthiness, and the ability to maintain confidentiality.	✓	
Being committed to outstanding service delivery for all programme participants and staff.	✓	



Employment

Salary: £43,155-£49,841 per annum + benefits (Girton Single Spine Points 48-53).

Once appointed, progression up the salary scale will be by single increments to the maximum of the scale by annual increments at 1 October each year, subject to six months service and satisfactory work performance.

Work structure: Full-time, 35 hours per week.

35 hours per week, normally to be worked Monday to Friday. Between June and September each year, this role will require both evening and weekend working, and flexibility will be needed from the post holder. All hours worked over and above contracted hours will be compensated with time off in lieu.

Contract term: Permanent, subject to a six-month probationary period.

Annual leave: Standard annual leave entitlement is 34 days (inclusive of bank holidays)

Other information:

- Workplace pension Scheme
- Agile/Hybrid working opportunity with agreement



Application information

Application process:

Please submit a CV and covering letter detailing how your skills and experience match the person specification to **recruitment@girton.cam.ac.uk**

If you require additional information or support, please e-mail **recruitment@girton.cam.ac.uk**

Further information:

Please note the college has a responsibility to ensure that all employees are eligible to work in the UK.

The College is committed to providing equality of opportunity. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010. Applications are particularly encouraged from Black, Asian, and Minority Ethnic candidates and those belonging to other groups that are underrepresented among Cambridge Colleges.



Girton College, Cambridge, CB3 0JG (UK)
recruitment@girton.cam.ac.uk

