

JOB DESCRIPTION

College Office Administrator

College 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.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt 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 135 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.

Role Purpose and Department Structure

Team/ Department: College Office

Reporting to: The Head of College Office

Close working with: The Head of College Office, Head of Governance, College Office Assistant, Communications Team, Fellows, Philanthropy & Alumni, Student Services, and other College departments as required.

Purpose of Job

- To provide all-round administrative support to the annual College Competition Prizes process.
- To support the Head of Governance in relation to planning and organisation of meetings and associated administration.
- To provide general administrative support to the Mistress's Office during a period of increased workload and under the direction of the Head of the College Office.

Role Duties and Responsibilities

The following describes the typical (but not exhaustive) list of duties and responsibilities of the postholder, divided into subsections for clarity.

1. Administration of annual College Competition Prize process

- End-to-end administration of College Competition Prizes c.6: Manage the full life cycle of the prizes on an annual basis, each with different timelines, criteria and processes.
- Scheduling and coordination: Develop and maintain annual prize timelines, ensuring all key milestones (launch, nominations, judging, awards event) are met.
- Application process: Oversee calls for entries, receive and log submissions, ensuring all submissions meet eligibility criteria and maintain accurate records.
- Judging process support: Coordinate judging panels, prepare briefing materials, manage any conflict of interests, collate scores/feedback and support the judging panel with the decision-making process.
- Communications/documentation: Liaise with the Communications Team on prize related comms,

guidelines, and announcements. Responsible for preparation of letters, certificates and communication to prize participants.

- **Award Event Coordination:** Oversee and coordinate all administrative and logistical arrangements relating to prize events or award ceremonies. This includes confirming dates, room bookings, equipment requirements, refreshments/dinners, issuing invitations, liaising with Fellows, Student Services and Philanthropy & Alumni where relevant, and supporting on-the-day arrangements where appropriate.
- **Report and evaluation:** In liaison with the relevant Department, prepare post-prize feedback reports and advise on process improvements where necessary.

2. Meeting Planning and support

Manage arrangements for meetings of Council and the Governing body, to include the following:

- Prepare and distribute Agendas for meetings (draft and final), having first liaised with the Head of Governance
- Receive and chase papers for agenda items
- Create zip files of papers and distribute as appropriate
- Make all arrangements for meetings including booking rooms where necessary and circulating links for online meetings
- Confirm timings with internal and external attendees presenting papers; provide remote link if necessary
- Assist with final arrangements for meetings (including IT, nameplates and catering)
- Update the action logs following preparation of minutes by the Head of Governance
- Add future business arising to the Annual Rolling Governance Calendar.
- Circulate minutes as appropriate
- Compile the Council Decisions Memo and post to Council Decisions Teams site and circulate to Heads of Departments.

3. Administrative support to the Head of Governance

Under the direction of the Head of Governance:

- Assist Head of Governance in preparing summaries of Council minutes and decisions for distribution to agreed recipients
- Archive signed Council minutes as required
- Assist with the production and distribution of correspondence issued by the College Council
- Assist with updating and maintaining the College Ordinances, on both internal and external platforms
- Amend lists of Fellows and Officers etc as needed
- Update and maintain Council and Committee list, and notify Head of Governance when memberships are nearing the end of their term
- Updating and maintain Dining Rights list and the mailing list, and notify Head of Governance when memberships are nearing the end of their term
- Take responsibility for activities pertaining to new Fellows' induction and regular Fellows' information including: (a) Updating, circulating and maintaining the Fellows' Guide and Fellows' Induction Pack, reviewing with stakeholders on an annual basis and (b) Organising the New Fellows' Induction and related activities.
- Organising the Council Annual Awayday, in liaison with Head of Governance
- Other administrative support as reasonably identified by the Head of Governance.

4. General Administrative Support to the College Office at periods of increased workloads and/or for special 'one off' projects.

- Support occasional cross-departmental administrative tasks in collaboration with other teams.
- Provide administrative support for College Office-led events where required, including coordination of logistics and communications.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed as a result of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

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.

Skills and Experience	Essential	Desirable	Method of assessment
Experience of working in an administrative role to a high standard, gained in a busy office environment.	✓		CV and Cover Letter Interview References
Experience supporting board, committee or governance administration		✓	
Excellent IT skills and highly competent using the full suite of Microsoft Office products including MS Teams and SharePoint	✓		
Excellent working knowledge of entering and maintaining information on databases	✓		
Highly organised, process driven and detailed-oriented	✓		
Able to work under pressure using own initiative to meet tight deadlines, both individually and as part of a team.	✓		
Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively at the same time	✓		
Excellent accuracy and attention to detail and ability to maintain this under pressure	✓		
Experience of working within the Higher Education sector		✓	
Experience with student or prize administration.		✓	
Personal qualities	Essential	Desirable	
Can-do attitude, self-motivated, able to take initiative and work with minimum direction	✓		CV and Cover Letter
Exceptional organisational and planning skills	✓		
Able to operate with diplomacy and tact with excellent customer service skills	✓		Interview
Calm under pressure and able to manage multiple priorities	✓		References
An ability to work to a high standard with excellent attention to detail	✓		
A confident and proactive approach when liaising with people at all levels and working as part of a team	✓		
Professional manner – maintaining confidentiality and discretion	✓		
A flexible, adaptable, and proactive attitude towards work	✓		

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.

EMPLOYMENT

Salary	Grade 4 USSS Point 32-37 £29,588 - £33,951 (FTE).
Working arrangements	5 days a week / 35 hrs a week.
Contract term	Full Time, Permanent (subject to a six-month probationary period).
Annual leave	Pro rata 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3X Annual salary Employee Assistance Programme Workplace Pension Cycle to Work Scheme Electric Car Scheme Access to Healthcare (Medicash) 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 Agile Working <p><i>Some of the above are non-contractual</i></p>