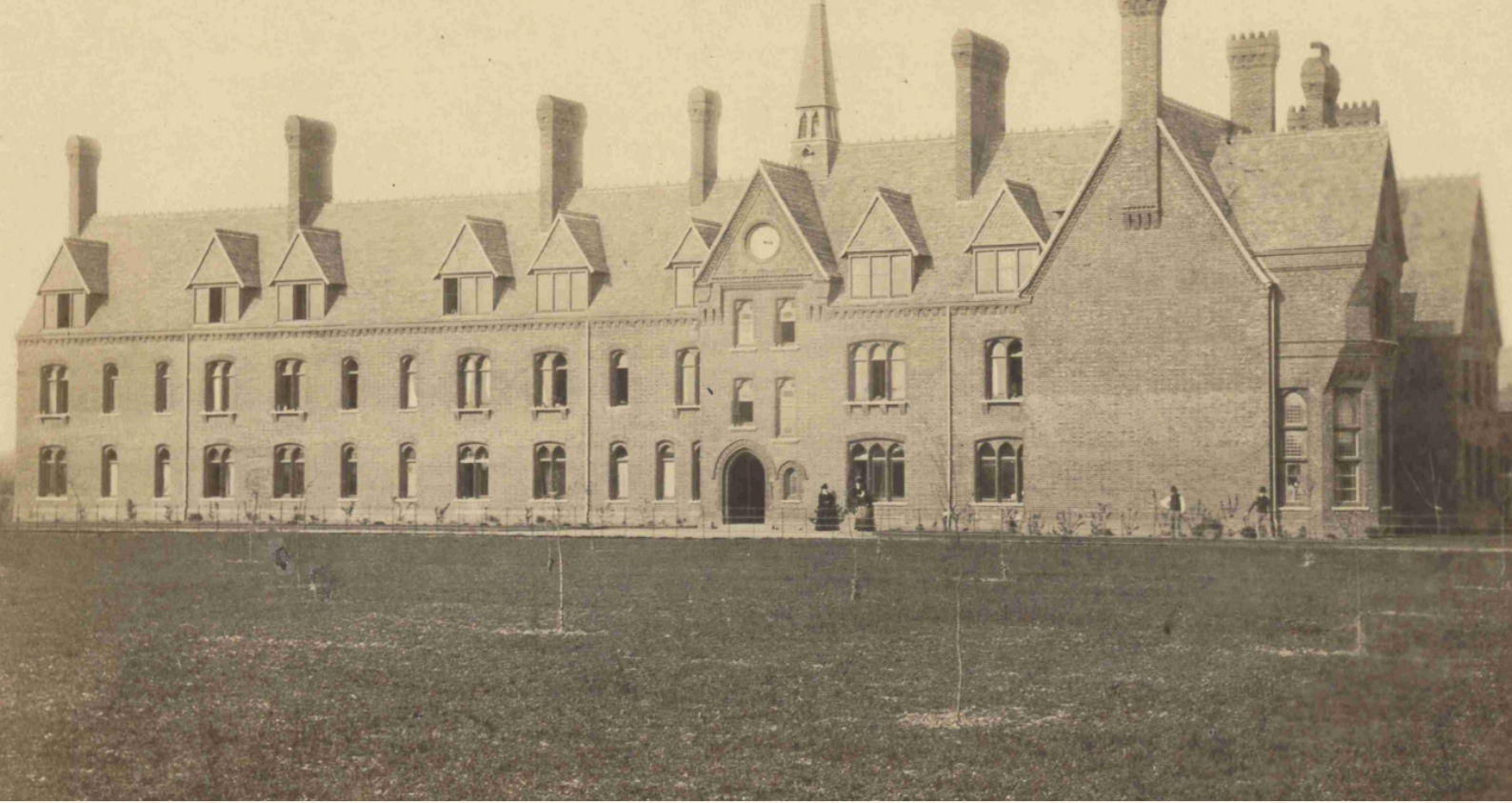




College Office Administrator

Candidate Pack



About Girton

Since its foundation in 1869, Girton College has led the way in educational empowerment. Founded as the UK's first residential institution for the higher education of women, Girton was part of a global movement for the full participation of women in political, professional, and scholarly life.

Fully mixed since 1979, Girton remains an inclusive, and supportive community, with academic excellence, intellectual curiosity, and widening participation at its core. Today, the College is home to around 900 students, 150 Fellows, and over 135 professional and operational colleagues.

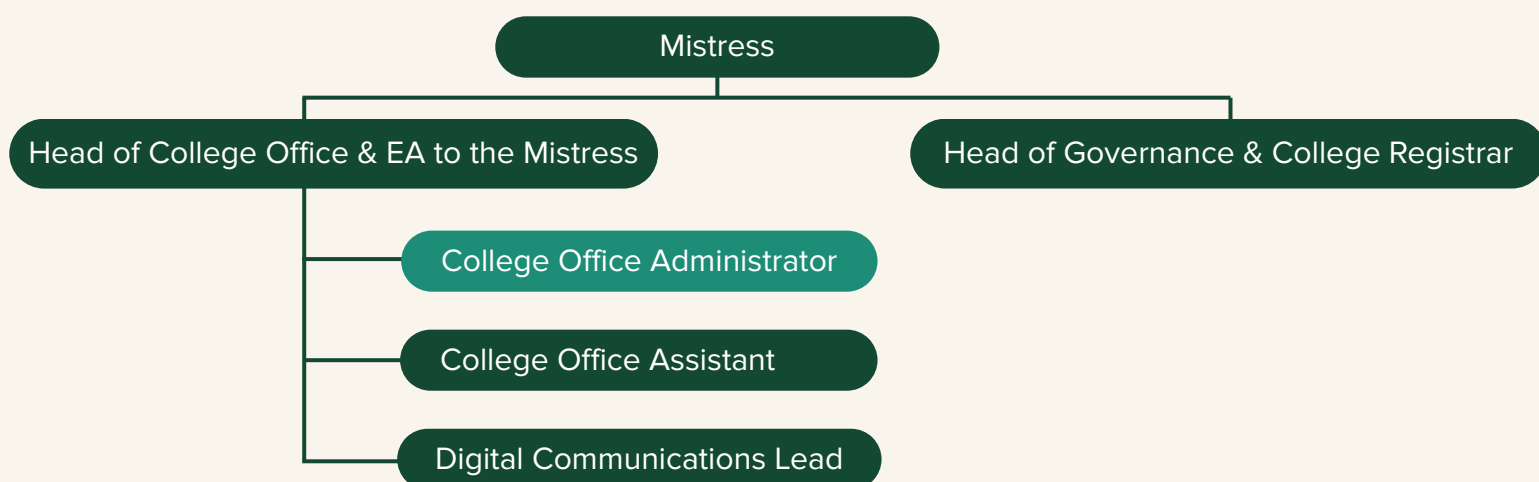
Set in more than 50 acres of greenbelt, Girton combines rich Victorian heritage with outstanding contemporary facilities, offering a distinctive collegiate environment just outside the centre of Cambridge. The College provides a holistic educational experience, combining academic rigour with a vibrant cultural and social life, and extensive opportunities for personal development.

Girton's global community extends well beyond Cambridge, with more than 12,000 alumni in 116 countries. Our founding belief remains as relevant today as it was in 1869: that education can transform individual lives and help shape a better, more inclusive future.

The Role

The College Office Administrator will provide all-round administrative support to the annual College Competition Prizes process, as well as general administrative support to the College Office under the direction of the Head of College Office.

Working closely with the College Office Assistant, Communications Team, Head of Governance, Fellows, Philanthropy and Alumni Engagement Office, Student Services, and other College departments as required.



Responsibilities

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

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. Please note that this will include attendance at the event/award ceremony to support its smooth running and may require some evening and/or weekend work. Time off in lieu should be pre-approved by the Head of College Office on such occasions.
- **Report and evaluation:** In liaison with the relevant Department, prepare post-prize feedback reports and advise on process improvements where necessary.

General Administrative Support to the College Office

Support occasional cross-departmental administrative tasks in collaboration with other teams, in agreement with the Head of College Office. This includes support to the EA to the Bursar with the annual College Choir Tour at periods of increased workload.

- Provide administrative support to the College Office Assistant for College Office-led events where required, including coordination of logistics and communications.
- Light administrative support to the Head of Governance and College Registrar during periods of increased workload, as directed by the Head of College Office.
- Light administrative support to the Communications team, as directed by the Head of College Office
- General office duties such as managing general enquiries via all communication channels, photocopying, printing, and maintaining office supplies i.e. refreshments etc.
- Assist with the maintenance of all College Office associated electronic and hard copy records in line with GDPR regulations and best practice, including the contact database, Raiser's Edge.
- Pro-actively manage, review and complete Microsoft Teams tasks.
- Manage the shared College Office inbox and forward email correspondence to relevant members of staff as necessary.
- Work with the College Office Assistant to provide light-touch administrative support to the Music Society in liaison with the Director of Music and in agreement with the Head of College Office.



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.

Essential

Skills and Experience

- Experience of working in an administrative role to a high standard, gained in a busy office environment.
- 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.

Personal qualities

- Can-do attitude, self-motivated, able to take initiative and work with minimum direction.
- Exceptional organisational and planning skills.
- Able to operate with diplomacy and tact with excellent customer service skills.
- Calm under pressure and able to manage multiple priorities.
- 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.

Desirable

Skills and Experience

- Experience of working within the Higher Education sector
- Experience with student or prize administration.



Terms & Conditions

Salary

USSS Point 30 – 34
£28,592 – £31,861 (FTE)

Working arrangements

5 days a week / 35 hrs a week

Contract term

Permanent, with a six-month probationary period

General

The role holder will be required to work in accordance with College policies and procedures.

The role holder will be expected to participate in training designed to minimise occupational risks. This may include manual handling training, safe use of Display Screen Equipment, PREVENT, GDPR and other data protection training and Health & Safety training as advised.

Any other reasonable duties as requested by your Line Manager and Head of Department.

Benefits

- Pro rata 26 days paid holiday plus 8 public holidays.
- Life Assurance 3 X Annual salary.
- Employee Assistance Programme.
- Workplace Pension.
- Access to Healthcare (MediCash).
- Cycle to Work Scheme.
- Electric Car Scheme.
- Gym and swimming pool.
- Free staff lunch and refreshments.
- Staff discount to hold private events in College.
- Local discounts via the University.
- Access to a Holiday Play scheme.

Some of the above are non-contractual.

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.

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.



How to apply

To apply for this role, please **submit your CV and a cover 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 email recruitment@girton.cam.ac.uk.

The closing date for applications is **9 AM on Friday 18 September**.

Interviews will be taking place week commencing 5 October.

Further information:

- Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- The College is an Equal Opportunities employer encouraging diversity and inclusion.

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.