Candidate Information Pack
Master’s Executive Assistant
MASTER'S EXECUTIVE ASSISTANT

Summary

Job title: Master's Executive Assistant

Reporting to: Master

Location: Jesus College, Cambridge

Hours: 36.5 hours per week

Salary: In the region of £38,000 to £41,000 per annum dependent on experience

This job description is a guide to the work the post-holder may be required to undertake but does not form part of the contract of employment and may change from time to time to reflect changing circumstances.

Jesus College

Founded in 1496, Jesus College is one of the 31 Colleges in the University of Cambridge. As one of the largest and best-known of the Cambridge Colleges, it has a strong reputation for academic excellence, both national and international. With a strong sense of community and purpose, the College has outstanding provision in music, the arts and sport, to name a few. The Collegiate University is regulated as the top university in the UK, as well as listed as one of the top five universities in the world. The College is an independent institution comprising of a Master, Fellows, senior members, students and staff. The Master and Fellows constitute the Society (the governing body) and are or have been, engaged in teaching and research in a wide range of individual subjects. As well as students and Fellows, the College community is made up of Emeritus Fellows and other senior members, alongside a large team of circa 170 staff.
Purpose and responsibilities

Purpose

• To provide high-level administrative support to the Master. This is a position of exceptional responsibility requiring a creative and highly committed person with impeccable organisational, communication and problem-solving skills in a fast-paced, dynamic and diverse environment.

• The Master is the Head of the College and has the duty under the College’s statutes to exercise a general superintendence over the affairs of the College. The Master is assisted and supported by the Master’s Executive Assistant, the Master’s Office Assistant (who also works with the President) and the Governance Administrator (P/T) who is responsible for assisting with College governance matters and administers the Governing Body.

Responsibilities

• Act as the first point of contact on behalf of the Master, the rest of the College and for existing and potential constituents.

• Prioritise and schedule tasks and ensure that timely and effective action is taken with pro-active planning and organisation.

• Assess and prioritise the urgency of requests for information from, or access to, the Master to facilitate effective information flow.

• Develop excellent working relationships with Fellows, staff and students across the College and the wider university.

• Draft appropriate professional correspondence and other documents, on behalf of the Master including communications with high-stake individuals and organisations; finalise and send correspondence.

• Provide general administrative support relating to email and phone communication, diary management and College calendar planning, organising travel arrangements and maintaining electronic filing systems.

• Arrange and co-ordinate the Master’s invitations and events, working closely with the Development Office and President and attend functions as required.
Purpose and responsibilities

- Co-ordinate and organise the Master’s travel arrangements and itineraries, within Cambridge, the UK, and overseas. Organise appropriate visas, accommodation and hospitality.

- Provide administrative support for College Committees convened by the Master, to book meeting rooms and order appropriate refreshments, co-ordinate papers including producing, organising and arranging the distribution of documents, taking minutes at Society meetings and identifying and chasing up actions.

- Work in collaboration with the Master’s Office Assistant and the Governance Administrator to create a successful proactive department. As the Master is often away from the office, the role holder may sometimes take independent decisions on the Master’s behalf, in relation to diary management, travel, meetings and communications.

- Line-manage the Master’s Office Assistant.

- Collaborate with the College’s Career Mentor group and Research Fellowship Competition.
Person specification

Knowledge and experience (desirable and essential):

- Degree level qualification or equivalent experience and training.
- Excellent standard of written and spoken English.
- Experience of providing personal assistant support including diary management, email processing and organising meetings.
- High level competency in the use of office IT, particularly the Microsoft Office Suite and adaptability to keep up to date and proficient with all relevant software and databases.
- Experience/knowledge of the University collegiate system.
- Excellent organisational, time management, prioritisation and planning skills.
- Ability to work well with diverse stakeholders in different cultural contexts.
- Excellent interpersonal and communication skills.
- Able to work independently as well as part of a small team. Excellent attention to detail and a high level of accuracy.
- A willingness to work flexibly, multi-task and manage a diverse and dynamic workload.
- Ability to draft clear and succinct correspondence.
- Willingness to take initiative and improve procedures and activities.

Personal attributes and skills:

- Enjoys working in a fast-paced and dynamic working environment.
- Friendly, personable, and professional approach with a strong commitment to always providing outstanding support.
- To have an open-minded approach and possess a natural ability to relate to people at every level in person, over the phone and digitally.
- Ability to retain confidential information and act with total discretion.
- Ability to work calmly and accurately under pressure.
- Ability to exercise exemplary judgement and diplomacy.
- A willingness to work flexibly and manage a variable workload.
Terms and conditions

Benefits

- Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary.
- Membership of a healthcare cash plan - Medicash.
- Free daily staff lunch when in College.
- Access to a range of family friendly policies and welfare support services, including maternity coaching.
- Staff Forum and a Staff Social Committee that organises Christmas and summer staff events.
- Cycle to work scheme.
- Use of the College gym, tennis courts and library.
- 33 days holiday (including bank holidays).
- Generous sick leave allowance.
- Free parking on site (subject to availability).

Probation period

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice would be 3 months.

Equal Opportunities and Data Protection

The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity. The College encourages applications from all sections of society.

The College has a responsibility to ensure that all employees are eligible to live and work in the UK. In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

How to apply

Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies.

Completed forms, along with a CV and covering letter, must arrive by 13th November 2023.

Interviews are expected to be held week commencing 20th November 2023.

Please send completed forms to HR Department at jobs@jesus.cam.ac.uk.