JOB DESCRIPTION

Job title: Secretary to the Dean and the Chapel Office
Department: Chapel and Choir
Reporting to: Dean of Chapel
Location: Jesus College, Cambridge
Hours: 25 Hours Per Week
Salary: £25,444 per annum (Pro-rata)
Tenure: One Year Fixed Term Appointment, with the possibility of one year’s extension beyond that

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

JOB SUMMARY
To provide a professional, efficient and comprehensive administrative service for Chapel activities, and to provide secretarial support to the Dean of Chapel. This position works closely with the Choir and Chapel Office Coordinator

MAIN AREAS OF RESPONSIBILITY:

Chapel Administration

- Day to day management of the online Chapel Diary, in close liaison with the Choir and Chapel Office Coordinator
- Processing of internal and external bookings. This will include responding to enquiries in consultation with the Dean of Chapel, effective record keeping and liaising with other College departments, including the catering department as necessary. Such events include Chapel receptions and dinners, guest arrangements, weddings, baptisms, memorials, and the Advent and Christmas carol services, and external concert bookings
- Preparation of the Chapel Card each term and arranging for its printing, publication and distribution, including publication on the website.
- Production and copying of service sheets each week in full term, in conjunction with the Choir & Chapel Office Coordinator
- Production and display of weekly posters and notices on JNet and notice boards as required
- Maintenance of the social media planning schedule, collation of posting information, and publishing posts
- Maintenance of mailing lists and the distribution of information regarding chapel events to students, fellows, and staff.
- Maintenance of Chapel pages on the website and intranet
- Coordinate with the appropriate College departments over requests for tours of chapel, photography, and filming
- Oversight of the chapel collections on a weekly and termly basis, ensuring that it is accurately recorded and deposited
• Coordination of invitations and logistics for visiting preachers and any visitors from parish livings in conjunction with the Dean of Chapel.
• Maintenance of the Chapel leaflets and visitors’ candles
• Liaison with the Housekeeping Department to ensure the cleanliness and tidiness of the Chapel are maintained to the highest possible standards.
• Ordering and stock control of Chapel stationery, candles, and clothing
• Ensuring that Chapel ‘whites’ are laundered as required at the end of each term.
• Prepare a list of catering requirements for each term in consultation with the Dean of Chapel and Choir & Chapel Office Coordinator, and confirm arrangements with the Catering Department

Secretarial Support
• Provision of secretarial support to the Dean of Chapel, and when required the Assistant Chaplain and Director of Music (in the Choir & Chapel Office Coordinator’s absence)
• Administration of the Rustat Trust under the direction of the Dean of Chapel. This involves answering queries, sending out application forms, advertising in appropriate media, processing information from application forms, liaison with the Finance Department on the payment of awards, and the production of a list of agreed grants. This is heavily concentrated in the period leading up to the annual deadline of 1st December for applications

Additional Responsibilities
Any other task as may be required from time to time as directed by the Dean of Chapel or the Director of Music, commensurate with the role, level of responsibility and person specification

Benefits

▪ Membership of a defined contribution pension scheme with a death-in-service benefit of two times salary
▪ Membership of a healthcare cash plan
▪ 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 & Summer staff events
▪ Cycle to work scheme
▪ Use of the College Gym, Tennis courts and Library

Probation period
The appointment will be subject to an initial probationary period of three 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 three months’ notice on either side.
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 copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 5th August 2024. Please send completed forms HR Assistant at jobs@jesus.cam.ac.uk or by post to HR Department, Jesus College, Cambridge, CB5 8BL.

Interviews are anticipated to take place during the week beginning 12th August and the anticipated start date is September 2024.