CHAPEL ADMINISTRATOR (part-time)

An experienced administrator with exceptional professionalism is required, to provide administrative support for the College Chaplain, who is also the Dean of Chapel.

Using a high degree of delegated responsibility and initiative, the successful candidate will be a pivotal role in ensuring the smooth running of Chapel activities.

You’ll join the College at an exciting time of development and expansion, with the imminent refurbishment of our Servery and College Bar, and the building of a new Library and Auditorium which will be completed in September 2020.
ABOUT SELWYN COLLEGE

Selwyn College is a constituent part of the University of Cambridge, and is home to 390 undergraduates and more than 200 graduate students from the UK and around the world. It is one of the top-performing colleges, with a reputation for combining academic excellence with a friendly atmosphere, and has a Fellowship of around 60 – with many academics who are leaders in their field. The College has distinguished alumni including the actors Hugh Laurie and Tom Hollander, the novelists Robert Harris and Justine Picardie, the archbishop of York John Sentamu and the leading Indian businesswoman Zia Mody.

The College owes its name to George Augustus Selwyn, who was the first Bishop of New Zealand (1841-68) and later Bishop of Lichfield (1868-78), and in whose memory the College was founded. The distinctive red-brick Victorian Old Court is Tudor Gothic in style, much of it designed by architect Sir Arthur Blomfield.

Selwyn has a committed and friendly body of around 120 non-academic staff (including part-time and seasonal workers) comprising Porters, Gardeners, Maintenance, Administrative staff, Housekeeping and Catering Assistants, Senior College Officers and Fellows, who provide a network of support services for our students, guests, visitors and alumni.

Selwyn College is home to students of all backgrounds from the UK and across the world. We’re proud of our diversity. We therefore welcome staff whatever their race, gender, age, sexuality, disability or religious belief, and we’re keen to receive applications from people who may be under-represented in our community.

WHAT YOU’LL BE DOING

In this varied and interesting role, you will carry out a wide range of administrative tasks, including arrangements for regular Chapel services, and high profile events such as Carol Services and the Commemoration of Benefactors. You will produce service sheets, orders of service and posters, make arrangements for visiting preachers, arrange Chapel bookings, organise meetings, write and circulate weekly emails to the College community and update Chapel information on the College website. You’ll also be the main point of contact for the Chapel, liaising with students, staff and Fellows in the College.

LOOKING AFTER YOU AND YOUR CAREER

Payment in lieu of annual leave, based on 33 days’ annual leave (pro rata) per annum (including an allowance for bank holidays)
Develop your skills through in-house training and career development opportunities
Reward for high achievers through performance-based pay
Contributory Final Salary Pension Scheme (Cambridge Colleges’ Federated Pension Scheme) or NEST
On-site parking
Contractual sick pay
A range of family friendly benefits above statutory requirements
Flexible working hours
Free Medical healthcare cash plan, and discounts with local retailers
Subsidised private healthcare
Free use of the College Gym and Library