JOB DESCRIPTION

Job Title: Master’s and Bursar’s Assistant

Contract Type: Permanent, full time 35 hours a week

Responsible to: Master and Bursar

Role: To provide administrative support to the Master, Bursar, and Fellowship

Background
The roles of Master and Bursar are fundamental to the success and smooth running of the College. Their Assistant is based at the heart of the College, ensuring that their offices run efficiently, in support of the Fellowship and College overall. This role liaises with Fellows, staff and students within the College, but must also communicate effectively with senior officers in the wider University as well as College alumni and College guests from across the world.

The role-holder will need to be flexible about how and where they work, depending on the daily requirements of the role. The main office is situated in the Master’s Lodge, but work in other locations around College may be required. Please note that the Master owns two dogs who have the run of the Lodge.

Principal Duties and Responsibilities:

• Diary management day-to-day for the Master, including the on-site greeting of guests to the Master’s Lodge within the College.
• Drafting through to finalising of the annual “College Diary” for the approval of College Council, liaising with Heads of Department and Fellows as required. Circulate and update on website once approved.
• Deal with general telephone and e-mail enquiries, post and correspondence for the Master and Bursar as required.
• Timely preparation for college committees, including arrangements for meetings, and the creation and circulation of agendas, papers and minutes to committee members. Attend to take minutes as required.
• Forward committee minutes, and papers as required, to the Secretary to College Council and/or the Governing Body.
• Arrange ad hoc meetings on the request of the Master or Bursar, liaising with Conference & Events Office as necessary.
• Prepare papers for university meetings and ad hoc groups, both internal and external to the Collegiate University, as required by the Master or Bursar from time to time.
• Maintain accurate and up-to-date information on the College website, specifically Council and Governing Body minutes; the College contact directory including telephone lists for Fellows and staff; the College Diary; and Fellows’ information.
• Liaise with Old Schools and Vice-Chancellor’s Officer regarding the Deputy Vice-Chancellor duties of the Master.
• Organise entertainments and events led by the Master or Bursar: including invitations, arrangements for visitors, and seating plans where relevant. Liaise with staff departments as necessary.
• Administer the Cripps Feast, in conjunction with the Development Office, including the coordination of the relevant Committee and support of guest invitations.
• Administer the Ramsay Murray Lecture, in conjunction with the Development Office, including speaker arrangements, guest room bookings, travel, dining and payment.
• Oversee expenditure against the Master’s Entertainment Allowance.
• Process Fellows’ claims for academic allowances.
• Arrange travel for the Master as required, including the reclaim of related expenses.
• Acknowledge requests for funding/donations; collate and pass annually to Chaplain and Bursar for consideration at the Fellows’ Charities Committee each Michaelmas.
• Collate Class Lists information annually so Master can write to all achieving First/Distinction.
• Update email circulation groups as required, including but not limited to: College Council, Emeritus Fellows, Heads of Department, Lectors, Research/Teaching Associates, Resident Fellows.
• Update the online version of the Accommodation Handbook under the guidance of the Bursar annually at the start of each academic year.
• Update the Fellows’ pages online with Fees and Charges annually when approved, including those for High Table.
• Any other duties as assigned by the Master or Bursar from time to time.

Fellowship Matters
• Administration of fellowship matters: including appointments (College Officers, CTOs, Bye-Fellows, Visiting Fellows and Bye-Fellows, Research Associates, Teaching Associates, Lectors), re-appointments, appraisals, sabbatical and short-term leave, register of interests, installation of new fellows, fellowship information (website), disposal of confidential documents.
• Administration of fellowship competitions: college officers, college teaching/research fellowships, research associates.
• Introduction for new Fellows: forms, induction, accommodation, installation; circulation of new Fellows’ details as necessary (website, high table lists, pigeonholes etc).
• Charity registration: update annually with fellowship changes (October) and junior member changes (January); or as required throughout the year.
• Circulation of lists of fellows, annually and termly if amendments are required.
• Circulation of fellowship information; eg charges, committee membership and other appointments, timetable of meetings; update fellows’ information on website.
• Administration of UKBA matters in relation to fellows: annual check of documents of employed fellows/research fellows with Leave to Remain; keeping contact details up to date; recording all absences from Cambridge/home address; liaise with HR on visa applications;
• Maintenance of fellows’ files.
• Liaise with Old Schools regarding fellowship details for Regent House Roll and publication in the Reporter.
• Liaise with Dean of Chapel regarding arrangements for Visiting Wakefield Clergy; room booking, travel arrangements and expenses claims, introduction to the college and key personnel, induction, High Table etc.

College Council and Governing Body
• Work with Secretary to College Council and Governing Body with regard to:
  ◦ Governing Body, College Council, College Meeting agendas, papers and minutes, and associated committees;
  ◦ Circulation of College Council, Governing Body and College Meeting agendas, papers and minutes to appropriate sub groups of Fellows, students and staff;
  ◦ Keeping website updated: for fellows; for FOI purposes; and for Archives;
  ◦ Annual fellowship re-appointments;
  ◦ Council constituency lists;
  ◦ Dining Rights: circulating annually letters to those with dining rights on behalf of Secretary to Council; liaising with staff offices over queries;
  ◦ Elections to College Council, annually and as necessary in the course of the year.

Dean of Chapel
• Liaise regarding fellows’ stalls/seating plans for events in Chapel, including Installations and other fellowship events.
• Assist Chapel Office Administrator with administration of annual Carol Services and other events as required.

For more information about the College, please visit our website https://www.sel.cam.ac.uk.

Person Specification

Essential skills and experience:
• Educated to A-level or equivalent.
• Excellent IT skills including Microsoft 365 products (primarily Excel, Outlook, Powerpoint, Teams and Word).
• Excellent communication and interpersonal skills.
• Ability to maintain confidentiality and act with discretion and tact.
• Excellent organisational skills with good attention to detail.
• Ability to work independently and prioritise effectively.
• Previous experience in a senior PA or administrative role.
• Excellent verbal and written English.
• Experience of developing and reviewing administrative processes and systems.
• Experience of managing/servicing committees.
• Adept at working flexibly and managing a varied workload.

Desirable skills and experience:
• Willingness to work with and understand the Collegiate University.
• Experience working for a senior leader in a small-medium sized organisation.
• Familiarity with governance/legal/financial/investment terminology and processes, and/or working within a charity.
• GDPR training.

Personal attributes:

• Confident, positive and personable.
• Well-presented.
• Confidential, tactful and diplomatic.
• Persuasive problem-solver.
• Interested in people and the College community.

How to Apply
For full details about the role, and how to apply, please visit Selwyn College website:

https://www.sel.cam.ac.uk/jobs/masters-and-bursars-assistant

Closing Date: 12 noon on Monday 31 October 2022
Interviews: Expected to be held w/c 14 November 2022

For an informal discussion about this role, please contact the HR Office via hr@sel.cam.ac.uk.