

JOB DESCRIPTION

College Office Assistant

College Background

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence. The College has a long history of working to open access to a world class education for under-represented communities.

Girton is a relaxed, friendly and close-knit college set in 50 acres of greenbelt that provides a stimulating environment for its students, staff and Fellows. The College offers a holistic educational experience that combines academic rigour with a vibrant social scene as well as excellent welfare provision. It has some 120 Fellows in all, around 80 of whom are fully involved in day-to-day governance, teaching and research. In addition, the College depends on the hard work of over 135 administrative and operational staff who ensure the smooth running of Girton's buildings, services and its estate. Currently, the student community comprises 537 undergraduates and 330 postgraduates.

Role Purpose and Department Structure

Team/ Department: College Office

Reporting to: The Head of College Office

Close working with: The Head of College Office, Secretary to Council, The Chaplain, Comms Team, All College Departments

Purpose of Job

The College Office Assistant will support the Head of College Office and Secretary to Council in the provision of a professional administrative service through proactive, effective and accurate administration using the systems and procedures of the College Office.

Role Duties and Responsibilities

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

Administrative support to the EA to the Mistress and Head of College Office.

Under the direction of the EA to the Mistress, duties and responsibilities include:

- Manage or assist with co-ordinating College Office managed activities (e.g. Admissions, Honorary Fellow ceremonies, Founders' Lecture, etc).
 - Including but not limited to preparing biographies on College Guests, VIP invitations, booking speakers/AV/accommodation, preparing table plans, deal with enquiries, liaising with Events Team, Comms Team, etc.
 - Manage and update running lists on google sheets for Mistress's top Prospects, speaker invitations, VIP event invitations and Honorary Fellow nomination list
- Assist with the administration for Mistress's Development trips and fundraising activities
- Assist with administration for College Office meetings.
- Assist with the production and distribution of the Mistress's Christmas Cards and postcards for end of academic year results.
- Any other office duties as identified by the Mistress or her EA as pertinent to the function of

the College Office.

Administrative support to the Secretary to Council

Under the direction of the Secretary to Council, typical duties and responsibilities include:

- Assist Secretary to Council in preparing summaries of Council minutes and decisions for distribution to agreed recipients; and to archive signed Council minutes as required.
- Assist with the production and distribution of correspondence issued by the College Council.
- Responsible for updating and maintaining the College Ordinances, on both internal and external platforms.
- Responsible for updating and maintaining the Council and Committee list, and notifying Secretary to Council when memberships are nearing the end of their term
- Responsible for updating and maintaining the Dining Rights list and the mailing list, and notifying Secretary to Council when memberships are nearing the end of their term.
- Responsible for activities pertaining to new Fellows' induction and regular Fellows' information including:-
 - Updating, circulating and maintaining the Fellows' Guide and Fellows' Induction Pack, reviewing with stakeholders on an annual basis.
 - Organising the New Fellows' Induction and related activities.
- Responsible for organising the Council Annual Awayday, in liaison with Secretary to Council.
- Other administrative support as reasonably identified by the Secretary to Council.

General administrative support to the College Office

- Manage the Mistress's Office inbox and forward email correspondence to relevant members of staff as necessary.
- 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.
- Participate in specific internal projects under the direction of the EA to the Mistress or Secretary to Council as agreed.
- Pro-actively manage, review and complete Microsoft Teams tasks.
- Work with the Comms Team on the production of a termly College upcoming events highlights poster and a full list of College events for the Mistress to circulate via email to the Fellows and Staff.
 - Edit the events list to reflect events relevant to the Dining Rights members and circulate to the mailing list on a termly basis.
- Any other agreed tasks necessary to fulfil the role successfully.

Other roles include but are not limited to

- Administrative work for, and in liaison with, the Chaplain:
 - Produce and order the Chapel Term Cards.
 - Produce and print the Chapel Services poster, Orders of Service or other Chapel service booklets, as required.
 - Organise and coordinate activities pertaining to delivery of the All Souls Commemorative Evensong Service

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

The post 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 and other Health & Safety training as advised.

This job description may be subject to change, following consultation between the appropriate College Officers and the post holder.

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.

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.

Skills and Experience	Essential	Desirable	Method of assessment
Experience of working in an administrative role to a high standard, gained in a busy office environment.	✓		CV and Cover Letter Interview Assessment Exercise* References
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 (e.g Raisers Edge)	✓		
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	✓		
Experience of working within the Higher Education sector		✓	
Personal qualities	Essential	Desirable	Method of assessment
Can-do attitude, self-motivated, able to take initiative and work with minimum direction	✓		CV and Cover Letter Interview Assessment Exercise* References
Effective 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	✓		

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.

EMPLOYMENT

Salary	Pro-rata of USSS Point 30-34; £27,644 to £30,805 (FTE, depending on skills and experience).
Working arrangements	0.8 FTE 28 hours per week (to be worked over 4 or 5 days per week). Please note that the successful candidate will need to be available to work in the office on a Friday.
Contract term	Permanent
Annual leave	Pro rata 26 days paid holiday plus 8 public holidays.
Other	<p>We also offer:</p> <ul style="list-style-type: none"> Life Assurance 3X Annual salary Employee Assistance Programme Workplace Pension Cycle to Work Scheme Electric Car Scheme Access to Healthcare (Medicash) Gym & swimming pool Free Staff Lunch and refreshments Staff discount to hold private events in College Local Discounts via the University Access to a Holiday Playscheme Agile Working <p><i>Some of the above are non-contractual</i></p>