



MAGDALENE COLLEGE  
CAMBRIDGE



## **Widening Participation Officer**

**3-Years fixed term**

## **Candidate Information Pack**

**August 2025**

## About Us

Magdalene College is one of the 31 Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are proud of our history, we are a thoroughly modern and forward-looking College.

There are roughly 600 undergraduate and postgraduate students in residence. 100 Fellows and the Master who together make up our College community. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. There is a thriving extracurricular life in the College and we take pride in the high level of pastoral care offered to our students. Further information is available on the College website at [www.magd.cam.ac.uk](http://www.magd.cam.ac.uk).

## Magdalene College Values

Magdalene's greatest asset is its people: a resident community of nearly 800 students, Fellows, and staff.

The College's core values are **'freedom of thought and expression'** and **'freedom from discrimination'** and it encourages its Fellows, staff, students and visitors to engage in robust, challenging, evidence-based and civil debates as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful.

Magdalene College expects that you will:

- Treat all members of the College (including all staff, partners, students, fellows and visitors) with respect, courtesy and consideration at all times.
- Behave professionally and expect professional behaviour from others in the community (including all staff, partners, students, fellows and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.

## College Facilities for Staff

Staff are able to use the College gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court. These can be booked through the Porters Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John's College.

Magdalene is registered with Cycle Scheme, a tax-efficient scheme for buying a new bicycle.

During the summer staff may use the College punts for up to two hours. These should be booked through the Porters Lodge.

The College has a social committee who run events for staff, including the annual day trip which is open for all staff to attend.

## Meals

All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £6.24 per day which equates to over £1400 per year for those working in College 5 days a week.

## Family Friendly Policies

The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months service. This is in addition to the flexible working policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax-Free Childcare Scheme recently introduced by the government to replace Childcare Vouchers

## Benefits

The college offers a range of benefits, including:

- Group Life Assurance.
- Help@hand Portal where you can access remote GP appointments, medical second opinions, savings and discounts, financial support and much more.
- Wellbeing classes such as pilates and yoga.
- Flu jabs.
- College pension contributions of up to 12%.
- Eye tests with Specsavers.

## Department Information

### Working Conditions

Which statement best describes the environment in which the role will primarily be based?

Office based. Some travel to similar sites will be required. Normal health and safety requirements will be followed.

### Physical Requirements

Which statement best describes the physical demands of the role?

Requires normal physical effort associated with an office environment (or equivalent)

### Sensory Requirements

Which statement best describes the sensory demands of the role?

Uses normal office equipment and/ or standard tools

## Role Summary

The College seeks to appoint a Widening Participation Officer to work as part of the Academic Office Team. The Widening Participation Officer oversees the College's involvement in widening participation initiatives both pre and post admission, identifying and addressing barriers to participation and achievement for applicants and students in line with commitments to the University's Access and Participation Plan. The post holder works closely with Academic Office staff and the Admissions Tutors, and liaises with Directors of Studies, other Fellows, and the student body as appropriate.

Responsible to: Academic Registrar



# Job Description

## Main Duties and Responsibilities

The main duties of the post include the following (this list is not exclusive):

- Directing and supporting the work of the Schools Liaison Officer to ensure that outreach and recruitment work is taking place effectively, in line with the College's strategic aims and commitments to the University's Access and Participation Plan. This includes but is not limited to visits to schools in the College's link areas (Merseyside, North Wales, and the Isle of Man), hosting visits from schools in the College's link areas, attending HE fairs, hosting subject specific recruitment events such as webinars, and hosting residential courses in College during the Easter and Summer vacation periods.
- Ensure that the Schools Liaison Officer is supported in developing, maintaining and promoting appropriate online resources and collaborating with the Senior Communications Officer on digital communications for teachers, prospective students and their supporters.
- Working with the Admissions Tutor for Access and the Academic Registrar to plan and budget for an annual timetable of College outreach engagements.
- To identify and apply for appropriate funding and financial support to further develop the outreach, recruitment, and student support work within the College.
- Managing the recruitment, training and employment of Student Ambassadors involved in Access and Admissions work in College.
- Working with the Admissions Officer during the Michaelmas Term (Oct-Dec), to ensure the smooth administration of selection and interviews, with particular emphasis on monitoring the progress of candidates from underrepresented backgrounds.
- Assist the Admissions Officer with the organisation of College Open Days.
- Attending inter-collegiate committee meetings as appropriate, including fora for Admissions administrators and Schools Liaison Officers.
- Keep up to date with developments, resources, and best practice in admissions and widening participation across the University and the wider education sector. Working with the Academic Registrar, Tutors and welfare staff to identify and propose solutions to address barriers to participation and achievement within the student body.
- Work with Tutors and the Academic Registrar to develop, deliver, and evaluate a range of appropriate student support initiatives for successful applicants through the full student life cycle, as needs are identified, prioritising students from underrepresented backgrounds and/or those who may have faced particular challenges in their educational journey.
- Working with the JCR and supporting the undergraduate Access Officer on widening participation initiatives in College;
- Working with the Alumni and Development Office, and the University Careers Service, to ensure that students are appropriately informed of opportunities post-University;
- Working with the Head of Student Health & Wellbeing and other staff with pastoral responsibility to ensure that students from under-represented backgrounds are fully supported in the College's programme of wellbeing events;
- Other duties appropriate to the nature of the post as may be required by the Academic Registrar.

## Person Specification

The following criteria are appropriate to this post:

## Qualifications and Experience

1. An undergraduate degree.
2. Strong administrative experience.
3. To have knowledge of, or be prepared to develop, quickly, knowledge of the courses offered, teaching methods used, and the nature of student life within the University of Cambridge and Magdalene College in particular.
4. Knowledge of, and commitment to recruitment and widening participation to HE in the UK.
5. Awareness and understanding of the issues that affect recruitment, especially of non-traditional entrants, to Cambridge.
6. Knowledge of the structure and systems of schools, colleges and universities in the UK.

## Personal Skills and Abilities

1. Excellent and highly developed communication skills, capable of interacting with different sized groups of students of various ages from schools and colleges across the UK, as well as senior managers, tutors and other advisors.
2. Good team worker, but also able to work unsupervised using own initiative.
3. Excellent IT skills (including word processing, email, spreadsheets, databases, and presentation software)
4. Excellent interpersonal, listening and negotiating skills.
5. Sensitivity and flexibility in working with a diverse range of groups; awareness of their needs.
6. Willingness to take responsibility.
7. Reliable and flexible with the capacity to work quickly and accurately through busy periods, with excellent organisational skills.
8. A willingness to travel within the UK; a current driving license is desirable.
9. A willingness to work outside of normal office hours when necessary, for which time off in lieu will be given.



10. Due to the nature of the work, an enhanced Disclosure and Barring Service (DBS) check will be required.

## **Remuneration and Benefits**

### **Remuneration**

The salary is £34,453 (pay point 33 on the Magdalene pay scale) per annum for a 36.25-hour week.

### **Hours of Work**

The post is for 36.25 hours a week with working hours to be agreed with the Academic Registrar. This post is fixed term for three years.

### **Holidays**

The College offers full time members of staff 25 days leave a year, excluding bank holidays. This is pro-rata for those who are not full time. There is a steady workload throughout the year but there are certain times, such as the first half of December, which can be particularly busy and at such times, leave may not usually be taken.

### **Pension**

The post holder will join the College's auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

### **Probationary and Notice Period**

There will be a six-month probationary period. Upon successful completion of the probationary period, the notice period will be two months.

### **How to Apply**

Please download and complete both parts of the application form from the College website at <https://www.magd.cam.ac.uk/about/vacancies/non-academic-vacancies>

Send your completed application by email to the HR Manager, Hannah Millward, at [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk)

The College postal address is:

HR, Magdalene College, Magdalene Street, Cambridge CB3 0AG

### **Enquiries**

Further enquiries about your application may be made by email to [hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk)



**Closing Date** 15<sup>th</sup> September with interviews taking place week commencing 29<sup>th</sup> September.





# MAGDALENE COLLEGE CAMBRIDGE

HR Department  
Magdalene College  
Magdalene Street  
Cambridge  
CB3 0AG

[hr@magd.cam.ac.uk](mailto:hr@magd.cam.ac.uk)  
01223 332100

[www.magd.cam.ac.uk](http://www.magd.cam.ac.uk)