Magdalene College
CAMBRIDGE

President’s PA (Part-time)
Job Description

The College

Magdalene College, (pronounced “Maudlin”) is one of the Colleges of the University of Cambridge. It was originally founded in 1428 and re-founded in 1542. Although we are rightly proud of our history, we are a thoroughly modern and forward-looking College. We have developed a strong programme in the Sciences alongside traditional strengths in Arts subjects and the first priority for students is academic work. However, there is also a thriving extracurricular life in the College and the Tutors pride themselves on the high level of pastoral care offered to junior members. There are about 500 junior members of whom approx 330 are undergraduates and 170 are postgraduates. There are 80 Fellows, 40 of which, led by the Master, form the Governing Body of the College. There are approximately 120 members of staff.

The President is the senior Fellow, and acts in the capacity of Vice-Master, as well as standing in for the Master when the Master is away from College.

Further details of the College are available on: the College’s Website:
http://www.magd.cam.ac.uk

Purpose of the Job

The position of The President’s PA is to provide secretarial and administrative support to the President, liaising where necessary with other members of staff. The post holder must be an exceptionally well-organised, pro-active individual who is friendly and approachable, and has excellent attention to detail and organisational skills. The President’s PA must have very high standards of personal integrity and be able to deal with confidential matters completely professionally and discretely.

Responsible to: The President
Main Duties and Responsibilities

- Assisting with managing processes for making those appointments within the College which fall under the President’s responsibility, including elections to Fellowships in all categories.
- Prior to the recruitment of Fellows and arrival of visiting Fellows, liaising with the Assistant Bursar and HR Manager concerning the UK Visa and Immigration requirements.
- Coordinating the appointment of Junior Research Fellows including placing advertisements (currently in the Reporter, jobs.ac.uk and the THES in the first week of October), sending submitted applications to the Fellowship sub-committee for subject allocation, assisting the President with the appointment of assessors, requesting candidates to submit written work and sending work to the chosen assessors, collecting reports and sending these to the sub-committees, and arranging interviews for short listed candidates. Informing the successful candidates and those who have not been successful in a timely fashion, as agreed with the President.
- Making arrangements for all new Fellows before they arrive in College including their university card, authentication for the University Library and the admission ceremony; and assisting with their enquiries.
- Arranging Fellows’ accommodation, which might be residential or a day study or both, in discussion with the President and Senior Bursar. Booking this accommodation on “Forum” the College room booking system (training will be provided).
- Maintaining an up to date list of who is residing where and arranging viewings of accommodation for incoming Fellows each year, as well as accompanying the President on routine inspections of accommodation, and maintaining a record of decisions for improvements or maintenance.
- At the start of the year, adding details of meetings and other official events to the Fellows’ On-Line Calendar and updating the calendar as required.
- Assist with the production of the College calendar by collating Fellows’ and staff information and producing a pdf to be available on the intranet. Ensure this is kept up to date throughout the year by amending when necessary.
- Emailing/briefing the Fellowship with information on behalf of the President/ other College Officers. Maintaining a private record of all home addresses and other information for use by the Master and the President. Collecting information on new Fellows and any changes to arrangements for Fellows (such as dining arrangements) for inclusion in the start of term newsletter; and compiling information for the President’s Weekly Digest, including liaison with the Chaplain, the Development Office and the Library staff to notify College events, as well as collating information sent in each week by Fellows.
- Updating the list of contact details shown in the printed calendar each year and liaising with the Senior Bursars’ PA to ensure the accuracy of the information.
• Being available to provide information for Fellows upon request and keeping the Fellows Information pages of the College website updated by liaising with the relevant IT staff and other staff.

• Organising certain public lectures in the College, including annually the Parnell Lecture, by placing an advert in the Reporter, producing and sending posters and flyers out to all colleges and relevant departments in the university, sending invitations to the guests for the lecture and dinner.

• Assisting with arrangements for the Triennial Magdalene Festival, which involves booking rooms for events, arranging advertising in newspapers and on Faculty and University web sites, and dealing with speakers’ claims for fees and expenses, in liaison with the College (finance) Office. The next Festival is in 2020, with preparations beginning in summer 2019.

• Administrative support, including planning agendas in consultation with the Chair and/or Convenor, preparing reports and papers, following up action points, and drafting minutes for various College Committees, Working Parties and Informal Groups:
  o Fellowship Committee, which meets about twice a term, with additional meetings should a prospective Fellow be under consideration.
  o The informal meetings of the Strategic Planning Group, during the construction of the new library (termly).
  o Fellows’ Accommodation Advisory Committee, which meets normally twice a year.
  o Senior Common Room Catering Committee, which meets about once a term.
  o Chapel Affairs Committee, which meets normally once a term.
  o Other committees or working groups as necessary.

And liaising with other members of the administrative and secretarial staff to ensure that decisions of these key committees are actioned, and to assist with the flow of information as well as paperwork between the key departments, including liaison with the Master’s PA, the Senior Bursar’s PA, and the Academic Registrar.

• Sending out dining privileges letters and updating the list for the Catering and Buttery departments at the beginning of the academic year, and updating and redistributing this list throughout the year as required.

• Arranging meetings between the President and with other Fellows/ staff as necessary.

• Assisting with arranging social events concerning Fellows which are dealt with by the President which might include 80th birthdays, 50 years a Fellow, commemoration of important anniversaries. And in the event of a death arrangements for memorial services.

• Allocating and arranging the Black-Tie Guest Nights and Presidential Guest Nights including sending out detailed information about guests and when necessary assisting the President in drawing up a seating plan.

• Coordinating the annual St Mary Magdalene Feast including sending invitations to all Fellows including Honorary Fellows and their partners/spouses, drawing up a seating plan, and arranging accommodation.

• Arranging the Fellows’ Christmas Lunch, liaising with the Buttery/ Kitchen accordingly.
• Annually collating information from the MCR, JCR and sports clubs and societies of the College each Easter Term, along with Fellows news, awards, new Fellows’ profiles and Heads of Department reports for inclusion in The College Magazine and Record.
   Annual update of the Roll of the Regent House entry.
• On delivery taking the newspapers to the SCR on a daily basis.

It is not the primary role of the President’s PA to assist in non-Presidental duties undertaken by the President, which might include (for example) Direction of Studies or other College offices. However, liaison with the members of the administrative staff who are responsible for assisting the President in these areas might occasionally be required.

PLEASE NOTE: the above is not an exhaustive description and other requirements may emerge as necessitated by changing roles within Magdalene College and its overall objectives.
Person Specification:

The following criteria are appropriate to this post:

Knowledge and experience:
1. Excellent IT skills, with experience of the Microsoft Office package and Outlook, and familiarity with on-line calendars such as Google Calendar. Experience of Moodle or similar online document repositories and virtual spaces.
2. Experience of working within a professional office environment and providing secretarial/PA support at a high level.
3. Experience of diary management.
4. Experience of dealing with a high volume of correspondence.
5. An understanding of the Collegiate University, experience of working within a College is desirable.

Personal skills and abilities:
1. Willingness to work independently, to use own initiative and work under pressure, but also comfortable within a team environment.
2. Excellent attention to detail and good organisational skills.
3. Strong interpersonal skills and an ability to deal with individuals from all walks of life in a flexible and enthusiastic manner.
4. Ability to prioritise workload and work to deadlines.
5. Confident and polite telephone manner.

Salary and Conditions
- The post is offered at a salary of £17,448 per annum (£27,500 FTE), dependent on qualifications and experience.

- The post is part-time, 23 hours per week. It is envisaged that the successful candidate will work from 9.00am until 1.00pm Monday to Friday with afternoon working (2pm to 5pm) on one day in addition, although there is some degree of flexibility with regard to daily hours. There will be some opportunity for overtime, as mutually agreed. Some flexibility will be required to ensure attendance at the necessary Committees and working groups which may take place during afternoons.

- 25 days annual leave pro rata (excluding Bank Holidays).

- There will be a six-month probationary period.

- The post-holder may, subject to meeting the enrolment criteria, be eligible to join the College’s auto enrolment pension scheme at the relevant time, with the option for enhanced employee and employer contributions following successful completion of the probationary period.

- A free lunch is available when on duty and working at least 4 hours (non-contractual).
• Other benefits include: cycle to work scheme, Medicaid scheme, and the use of sports facilities.

• Car parking is not available.

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