



Outreach and Communications Coordinator (Fixed Term) (Part Time) Department of Sociology

6 January 2025
Job Reference: JM44304



Outreach and Communications Coordinator

Salary:

£30,505 - £34,866 pro rata

Contract:

Fixed Term

Location:

Cambridge

Department:

Sociology

Responsible to:

Department Administrator

Working Pattern:

Part Time .4FTE

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

The role is part of the core administrative support team in the department focusing on communicating the Department's world class research and teaching across all platforms and supporting outreach activities.

Key responsibilities

- Manage and update the website for Sociology: regularly review content, gather information, write text, upload photographs and images and update the pages by adding video and audio clips as appropriate; sourced from staff and students.
- Provide information upon request for University and Departmental publications, e.g. research magazines, University and Faculty prospectuses, information for Oxbridge conferences.
- Coordinate the print and online advertisement of undergraduate and postgraduate programmes.
- Liaise with the University's Communications Office on branding, Research Communications and Public Engagement.
- Liaise with the Press when necessary.
- Use social media to promote the Department's research, its courses and its events and ensure that the department's key values and identity are consistently promoted, working with the Communications Committee
- Communicate research outcomes within the Department of Sociology and to the wider public.
- Edit videos if required
- Maintain links with school, working with Cambridge Admissions Office, SHSS postgraduate administrators and Schools Liaison Officers, and administer the outreach activities of the department both online and offline
- Organise a number of educational outreach events aimed at widening participation and improving access for school students e.g. photography competition.
- Coordinate the administration for Sutton Trust Summer Schools, University Masterclasses and events for teachers, providing materials, including web-based materials, in support of the programmes delivered.



Key responsibilities continued

- Administer the Department's contribution to University Open Days, developing contacts for all such occasions. Ensure that the limited funding available for these activities is used the most effective and efficient way possible.
- Liaise with the Departmental Administrator and Faculty Finance team over
- Participate in University-wide outreach committees/working groups as appropriate.
- Ensure that events comply with health and safety regulations, that security checks are carried out and risk assessments put in place. Organise DBS checks as necessary.
- Provide advice to staff and students participating in events, including child-protection advice and event management.
- Maintain accurate records of participants and volunteers for all events. (HEAT tracking)
- Gather and evaluate feedback for all events.
- Organise events for the department, such as public lectures and conferences. Arrange venue hire, publicity, track budgets and liaise with the finance team over payments
- Support research group events such as seminars, conferences and public lectures by producing publicity materials and advertising events through Department communications channels and the press as appropriate
- Facilitate internal reading groups and seminar series as requested
- The role holder may also be asked to undertake other duties in other sections of the Department and Faculty, as appropriate.
- **Support communications with Alumni through newsletters and other media if directed**
- Perform other tasks appropriate to the grade in supporting the Department, as suggested or approved by the Head of Department or the Administrative Officer
- Ensure all communications are GDPR compliant and take account of data protection regulations
- Provide statistics and information on activities to department committees or HOD regarding website and social media use for their review

Person Specification

Criteria	Essential	Desirable
Educated to at least A-Level, with English and Maths at GCSE or equivalent standard Or HND/HNC level or equivalent.	✓	
Excellent organisational and administrative skills.	✓	
Excellent communication skills, both written and verbal	✓	
Experience of the production and use of digital photographs and images.		✓
Attention to detail and ability to work independently as well as part of a team.	✓	
The ability to write well and draft reports, press releases and publicity material without supervision.		✓
High level IT skills (Word, Excel, web-editing skills) and good graphic skills.	✓	
Knowledge and/or experience of Sociology/Social Sciences		✓
Experience of the production and use of digital photographs and images.	✓	
An understanding of Health and Safety legislation/regulations surrounding Disclosure and Barring/child protection issues		✓
Experience in web-editing and use of social media platforms.	✓	
Value diversity	✓	

Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: <https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA>

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Department of Sociology

The Department of Sociology has a friendly administrative team working in a hybrid fashion.

About the department

The Department of Sociology is one of the best departments for teaching and research in sociology worldwide. Our vibrant and diverse learning community is committed to a transformational and global public sociology.

We are consistently ranked in the top 2 of all sociology departments in the UK, and in the top 10 globally.

We are committed to public facing, theoretically strong, empirically orientated research.

We have a proud tradition of research grounded in contemporary real-world issues. Our expertise includes social movements and political economy; health; medicine and the biosociety; digital sociology; the sociology of war, conflict, inequality, race, gender, work, emotions, beauty, and the environment.

Our innovative methods connect us with politicians and policymakers, technologists and practitioners, community groups and activists.

Within our interdisciplinary social sciences context, we maintain our distinctive profile as an internationally renowned centre of excellence.

The Department is situated on the New Museums Site (near the Museum of Zoology and the centre of Cambridge), right in the centre of town. It is based in the Old Cavendish Lab, next to Free School Lane, a historic building for the University.

The Department of Sociology is part of a joint undergraduate degree programme in Human, Social and Political Sciences (HSPS) and also has a vibrant MPhil and PhD programme. The Department has recently grown to 23 academic staff this year.

Further information about the department can be found on the Department's website: <http://www.sociology.cam.ac.uk>



The School

The Department sits within the School of the Humanities and Social Sciences. The six Schools of the University are administrative groupings of related subjects. The School coordinates activity across the group and supports best practice in postgraduate administration. They also assist with induction and training of new staff.

About the School

The following institutions are within the scope of the School of the Humanities and Social Sciences:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Law
- Department of Archaeology
- Department of History & Philosophy of Science
- Department of Land Economy
- Department of Politics and International Studies
- Department of Social Anthropology
- Department of Sociology
- Institute of Criminology

The School's total annual expenditure from grants, fees, research grants and contracts and other sources is around £65m. The institutions in the School employ about 1000 staff (academic, assistant and contract). The School has more than 5,000 students, undergraduates and post-graduates, over a quarter of the University's total student population.



Terms of Appointment

Tenure and probation

Appointments will be made on fixed-term basis for a period to 31 July 2026 due to limited funding for a specific purpose.

Appointments will be subject to satisfactory completion of a six month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 14.6 hours per week, working Tuesdays in the office to support seminars.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to

work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

(Please see relevant guidance before inclusion: <https://www.hr.admin.cam.ac.uk/recruitment/equality-law-and-recruitment/exceptions-equality-law/positive-action>)

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

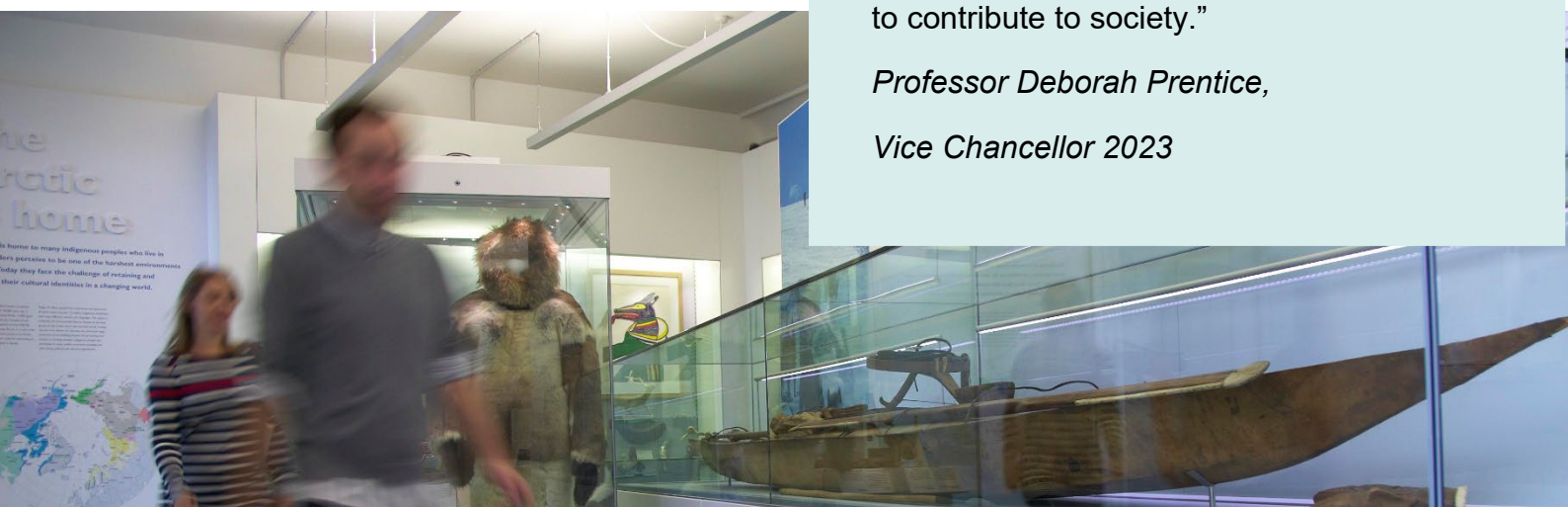
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,
Vice Chancellor 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

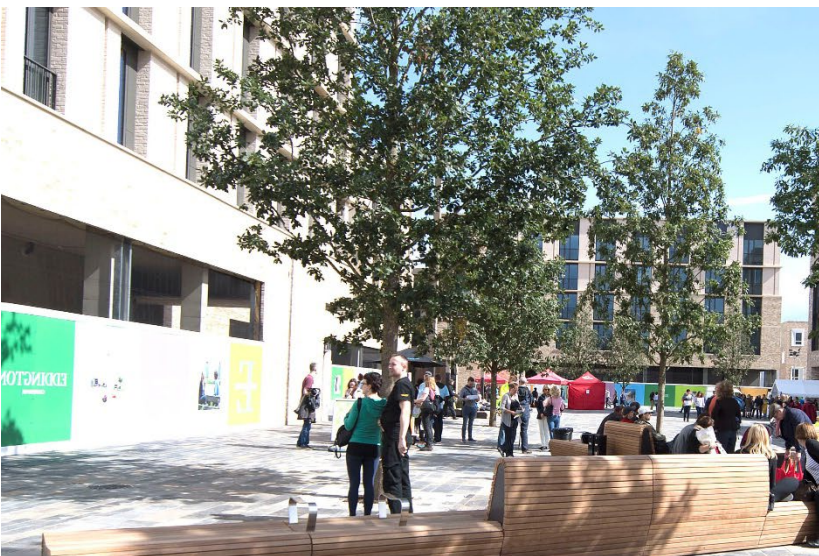
Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Lara Gisborne,
Department Administrator

Email: administrator@sociology.cam.ac.uk

If you have any queries regarding the application process, please contact:

HSPS HR team, hr@hsps.cam.ac.uk

Please quote reference JM44304 in any correspondence about this vacancy.

The closing date for applications is: 6 January 2025

The interview date for the role is: 16 January 2025

