

CIP Programme Administrator

Faculty of Divinity

Closing Date: Monday 20 January 2025

Job Reference: GF44536



CIP Programme Administrator

Salary:

£30,505–£34,866 (pro rata)

Contract:

Fixed-Term for 12 months

Location:

Central Cambridge

Faculty

Faculty of Divinity

Responsible to:

CIP Programme Manager

Working pattern:

Part-time (0.4 FTE)

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 Cambridge Interfaith Programme (CIP) acting in concert with the Faculty of Divinity wishes to appoint a part-time Programme Administrator to support the day-to-day running of CIP and the creation of new resources (including a partnership database).

CIP is in a two-year development phase, assisted by a grant to catalyse and expand Knowledge Exchange (KE) and research impact in the domain of faith, belief and religion. Initiatives include a new knowledge hub connecting external organisations seeking to partner with University of Cambridge researchers on KE and impact-related activities, and researchers seeking partners. The administrator will work closely for and with the Programme Manager and the Academic Director, playing a key role in the maintenance and development of programme administration during this phase.

This is a varied role and will suit a candidate who is interested in expanding and developing their skillset. Applications are welcome from internal candidates who would like to apply for the role on the basis of a secondment from their current role in the University.

A hybrid and flexible working arrangement can be negotiated, however on site working is required and some events may fall outside standard working hours.

Key responsibilities

- Co-ordinate administration of the Programme and allied projects, monitoring and report on milestones, deadlines and deliverables. The postholder will create and maintain a GDPR-compliant searchable partner database, as well as updating other Programme records, distributing documents relating to the Programme, and liaising with stakeholders as required.
- Serve as the first point-of-contact for Programme enquiries, both internal and external. The postholder will monitor the progress of enquiries with attention to GDPR, professional standards and agreed targets for response time, consulting University policy and Programme procedures as necessary when progressing enquiries.

CIP Programme Administrator

Key responsibilities continued...

- Co-ordinate and support Programme-related activities and events (on site, online and hybrid) including conferences, workshops, training sessions. The postholder will make all necessary arrangements including booking rooms, coordinating travel, arranging catering, and dealing with expenses claims. The postholder will also be required to provide essential support at certain scheduled events (which may fall outside standard working hours), and to assist with production of post-event reports by gathering, collation and analysis of data as required by stakeholders.
- Carry out Programme financial administration. The postholder will monitor expenditure against budgets using the university financial system, process expenses claims, process invoices, raise purchase orders, manage purchasing requisitions in accordance with University financial procedures and financial regulations. Training will be provided.
- Provide administrative/ secretarial support to the Programme Manager and relevant committees. This may include co-ordinating meetings and events, travel, accommodation, and catering, preparing and circulating agendas and other papers, taking minutes and follow up action.
- Undertake publicity activities linked to the Programme, with reference to the agreed Communications plan and templates. Tasks will include updating the Programme website and publicising Programme events and activities, disseminating information using appropriate media. The postholder will be responsible for maintaining communications with colleagues and representatives at different partner institutions to facilitate close working relationships, and will assist in the communication of new initiatives to partners and stakeholders as required.
- Manage the processing of applications for admission to Programme learning opportunities (Summer Schools, etc). The postholder may be asked to maintain, review and develop systems for the effective administration of the application process, correspond with prospective learners where necessary, ensure the assessment of all eligible applications by the admissions committee and liaise with relevant people regarding the application process. The postholder will also support the candidate selection process, e.g., by carrying out reference and academic checks to ensure candidates have provided the required information.
- Take administrative responsibility for authorised visiting researchers, visiting students, and others enrolling in Programme learning opportunities. The postholder will ensure all relevant documentation and paperwork is completed, adhering to required standards of confidentiality and data protection.
- Maintain adequate supplies of stationery and other office consumables. Oversee the storage, use and return of reusable resources (including any necessary booking and collection procedure). Report any issues arising (e.g., repairs needed).

Person specification

| | Essential | Desirable |
|--|-----------|-----------|
| Education and Qualifications | | |
| Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience | ✓ | |
| Specialist Knowledge and Skills | | |
| High level of accuracy and numeracy | ✓ | |
| Experienced user of Microsoft Office, including Excel | ✓ | |
| Excellent planning & organisational skills | ✓ | |
| Excellent interpersonal & communication skills | ✓ | |
| Demonstrate factual & theoretical knowledge of Project Administration/Coordination | ✓ | |
| Familiar with online content management systems and/or client relations management tools. | | ✓ |
| Excellent written communication skills | | ✓ |
| Relevant Experience | | |
| Experience in an administrative role | ✓ | |
| Experience in a communications role, including writing for a range of audiences and mediums. | | ✓ |
| Experience in an events role | | ✓ |
| Evidence of a proactive approach to event support | | ✓ |
| Demonstrable ability to prioritise tasks and problem-solve, whether working independently or in a team setting | | ✓ |
| Experience of database design and/or management | | ✓ |
| Experience working in an accounts/finance environment and/or handling and reporting budgets | | ✓ |
| Additional Requirements | | |
| An awareness of and empathy for religious sensitivities, as appropriate to sustained engagement with individuals of diverse faith backgrounds. | | ✓ |
| Familiarity with HE environment and policy, especially with regard to Knowledge Exchange and Impact. | | ✓ |

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: [Behavioural Attributes | Human Resources](#)

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

| Attribute | Level |
|-----------------------------|-------|
| Valuing Diversity | A |
| Achieving Results | C |
| Communication | C |
| Innovation and Change | C |
| Negotiating and Influencing | D |
| People Development | C |
| Relationship Building | C |
| Strategic Focus | D |

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 Cambridge Interfaith Programme

The Cambridge Interfaith Programme (CIP, est. 2002) is a research and engagement centre based in the Faculty of Divinity, working to catalyse and disseminate inter- (and intra-) religious research, with longstanding commitment to partnership working and the public good.

About the Programme

CIP is dedicated to learning about, learning from, and learning between religions as they interact within a secular and religious world. It was founded in 2002 with the aim of bringing the resources of the Faculty of Divinity, and of the University of Cambridge more generally, to bear on questions about the relationship between Jews, Christians and Muslims and has grown to expand its work to other faiths.

CIP aspires to pursue research and public engagement projects that bring together participants from diverse faith backgrounds, and to fulfil a responsibility to the religious communities and the academic disciplines with which it is involved as well as to society more generally. CIP has attracted funding from individuals and charitable foundations, including endowments for Jewish Studies (the Polonsky–Coexist Lectureship) and from the late Sultan Qaboos (the Sultan Qaboos Chair in Abrahamic Faiths and Shared Values), and actively seeks further opportunities for endowments, donations, and research funding to sustain and expand its mission.

In addition to enabling cutting-edge research, CIP activities have included provision of online and residential summer schools (for academic researchers and professionals), consultation with government and cultural bodies, and provision of developmental support for postgraduate and early career researchers at the University of Cambridge.

The Faculty of Divinity

The Faculty of Divinity consists of an establishment of 23 University Teaching Officers together with administrative and support staff and a varying number of research staff on fixed-term contracts. Both the Faculty and the School of Arts and Humanities within which it stands are keen to see interdisciplinary collaborations in teaching and research, and CIP has an important place in the Faculty's research environment and strategy as well as in its outreach work.

The Faculty delivers a three-year undergraduate programme (the Theology, Religion, and Philosophy of Religion Tripos) which aims to admit between 40 and 50 students a year; and two one-year postgraduate programmes, the Advanced Diploma in Theology, Religion, and Philosophy of Religion and the MPhil in Theology, Religion, and Philosophy of Religion, which currently aim to admit about 35 students a year. The Faculty also admits around 20 doctoral students a year.

The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

Terms of appointment

Tenure and probation

Appointments will be made on a fixed-term basis for a period of 12 months. 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 part time (0.4 FTE), working 14.6 hours per week.

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.

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 School's HR Team on sahhr@admin.cam.ac.uk, who are 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



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.

We offer 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.

Equality & diversity

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's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our 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 we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



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 staff with the costs of relocating to Cambridge.

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.

For questions about this vacancy please contact Dr Iona Hine, Programme Manager (Partnerships and Engagement) on ich24@cam.ac.uk.

For questions about the application process, please contact the School's HR Team on sahhr@admin.cam.ac.uk.

The closing date for applications is midnight (GMT) on **Monday 20 January 2025**. Interviews are planned for 31 January 2025, subject to change.

