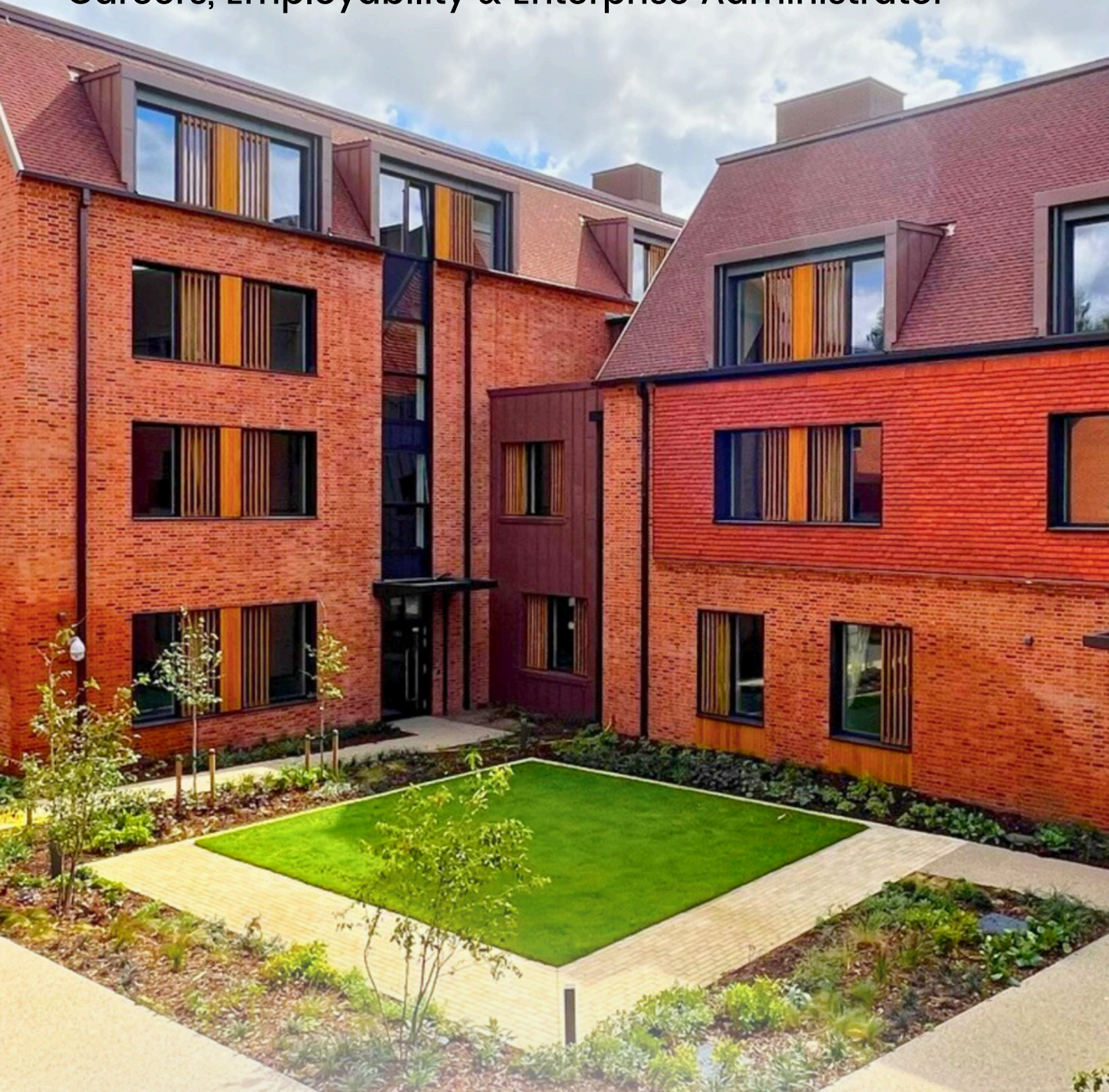




Lucy Cavendish College  
University of Cambridge

# Candidate Pack

Careers, Employability & Enterprise Administrator





# INTRODUCTION

Lucy Cavendish College is a trailblazer in Cambridge University. From our founding 60 years ago, we have opened the Cambridge door to exceptional students from under-represented and historically excluded backgrounds. And not only admitted these students but made sure that they thrive at Cambridge, fulfilling their academic potential and developing their personal and professional skills. Always outward-facing, and the most diverse of all the colleges at Cambridge, Lucy Cavendish looks for students who have an enterprising mindset and who are determined to make a positive contribution to society.

We take risks on unconventional applicants who, because of their background and not in spite of it, have the experiences to challenge taken-for-granted assumptions, to contribute new ways of thinking to complex problems, and to ensure that innovative solutions are likely to succeed. At senior level the College is committed to addressing the United Nations Sustainable Development Goals; our researchers are working in an interdisciplinary way on several aspects of the 'grand challenges' confronting humankind and our planet. We therefore particularly welcome Masters and Doctoral students who are taking courses or undertaking research relevant to the United Nations Sustainable Development Goals - and the Future Global Leaders Programme is designed as a unique set of learning experiences that directly and expressly supports them in their commitment.

Our international students, who make up the majority of our postgraduates, come from 80+ countries and, through successful fund-raising for scholarships, we are increasing the number with leadership potential from Less Developed Countries or from low-income/under-represented backgrounds in more developed countries. The majority of our graduate students are studying for a Masters degree and while some go on to PhDs and academic careers, the majority graduate into employment. Over the last ten years, 50% of our alumni have gained leadership positions in organisations of all kinds that are addressing those UN Sustainable Development Goals.

So if this kind of environment speaks to your values, and if our mission excites you, please read on! Our students are amazing; our staff are committed and very loyal. Together we seek to build a welcoming, friendly culture which is supportive of all, develops talent, and brings out the best in each of us.



Prof. Dame Madeleine Atkins  
*President of Lucy Cavendish College*



## Job Summary

# Careers, Employability & Enterprise Administrator

**Posted:** 26 September 2024  
**Salary:** £13,750 (£27,500 FTE)  
**Hours:** Part time, 18.75 hpw

**Closing date:** 9am, Monday 14th October 2024  
**Job Type:** FTC to 30 September 2026  
**Interview Date:** Monday 21st October 2024

Lucy Cavendish College, part of the University of Cambridge, is seeking to appoint to the new role of Careers, Employability & Enterprise Administrator to support the Careers, Employability and Enterprise team in delivering the College's Programme offering, currently comprising of the Future Global Leaders Programme, Lucy Enterprise and the Life Sciences Community Programme.

We seek a driven individual who shares our values to assist with planning and delivering the programmes to a high standard, consequently building and maintaining excellent relationships within the College community and with our partner organisations.

Candidates should be able to demonstrate:

- Previous administrative experience
- Proficient in Microsoft Office packages such as Word and Excel
- Minute taking and meeting organisation skills.
- Events preparation, planning and delivery experience or keen interest in learning
- Close attention to detail
- Ability to act with discretion and maintain confidentiality.
- Strong interpersonal and communication skills.

The anticipated start date will be 1st November 2024 or as soon as possible thereafter.

Part time hours are flexible to suit both the College and the individual, to be discussed at interview. During programme delivery periods (timings known from beginning of the academic year) additional hours may be needed for a short period with time off in lieu available.

To learn more about this role or to make an informal enquiry, please contact: -  
the Director of Careers, Employability and Enterprise on [rachael.burcher@lucy.cam.ac.uk](mailto:rachael.burcher@lucy.cam.ac.uk)

**For more information, please see the accompanying job description and person specification available to view on our [website](#).**



## Hear from our staff



The recruitment process for Lucy Cavendish was thorough, organised and very informative. They kept in contact with me at every stage and were more than happy to answer all of my questions, making the transition completely stress-free. Once I started in my role, I found it very easy to become part of the team and to get to know everyone else working at the college. What really sets Lucy apart is how keen everyone is to help others, even across teams and departments.

**Danny,**  
*IT Technician*



Applying for a new role, when I had been with the same organisation for over 20 years was a huge step outside my comfort zone. I wasn't even sure that I would have the courage to leave my old place of work even if I was lucky enough to be chosen. However, when I started my application, I found the HR team at Lucy were so helpful and encouraging, making it feel much easier. The interview process really highlighted what an amazing community Lucy Cavendish College is, so I was unbelievably excited to be offered a post. Settling into a new role was much smoother than I anticipated, mainly due to having great people around me who are always willing to explain anything I don't fully understand. At every stage I have been made to feel welcome. It's clear that every staff member is valued for the contribution they make to the shared goal. It really is a great place to work.

**Sara,**  
*Specific Learning Difficulties Practitioner*



The hiring process from start to finish was smooth and easy. I was delighted when I was invited for an interview, which I thoroughly enjoyed due to the friendly panel members. I was over the moon when I was offered the job and I can honestly say, this is a great place to work at. Everyone was so welcoming and straight away I felt I belonged. I am supported by my team, and I feel great about the future here.

**Szilvia,**  
*Operations Administrator*





## Hear from our students



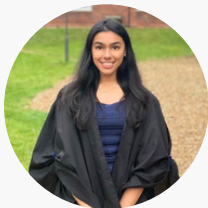
Lucy Cavendish is a very friendly, welcoming environment. The support is amazing, especially during times you need it the most. Everyone at the College wants the best for those who are here, and will do anything they can to help make your time here run as smoothly as possible.

**Kiera,**  
*History*



Even after just one term at Lucy Cavendish, I have thoroughly enjoyed my studies and have benefited enormously from the vast range of support available within the college and wider university.

**Roman,**  
*Modern and Medieval Languages*



The welcoming community including the friendly porters and 'Lucians' make our College incredibly unique. Our College supports each of its students to make the most of every opportunity, making Cambridge a memorable experience. Lucy has become my home away from home.

**Preksha,**  
*Psychological and Behavioural Sciences*





## Benefits

At Lucy Cavendish College we provide a range of benefits to our Staff including:

- 36 days holiday
- Free meals on shift
- Pension scheme (the successful applicant will be able to continue within USS if already enrolled)
- Free car parking (when available)
- Life assurance x3 salary
- A health cash back scheme
- Cycle to work scheme
- Wellbeing programme including free yoga and bootcamp sessions

## Application Process

To apply, please visit our application website [here](#).

Closing date for applications is **9am, Monday 14th October 2024**.

Interviews will be held on **Monday 21st October 2024**.

Please ensure your application demonstrates how you meet the essential requirements of the Person Specification for the role.



“ Feel free to send us an email if you have any questions ”

Alison  
Head of HR  
[recruitment@lucy.cam.ac.uk](mailto:recruitment@lucy.cam.ac.uk)



Paris  
HR Assistant  
[recruitment@lucy.cam.ac.uk](mailto:recruitment@lucy.cam.ac.uk)