



Lucy Cavendish College
University of Cambridge

Candidate Pack

Operations Administrator (Conferences and Events)





INTRODUCTION

Lucy Cavendish College is a trailblazer in Cambridge University. From the beginning, 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, 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. And our senior researchers are selected because they are working in an interdisciplinary way on aspects of the 'grand challenges' confronting humankind and our planet.

We are the most diverse College in Cambridge. Our aim is to be broadly representative of UK society and to increase the proportion of our international students who come from low-income backgrounds. We are well on our way to achieving these ambitions. Our UK undergraduate intake is now typically 90+% from state schools and 30+% from areas that rank in the lowest two categories of the government index of multiple deprivation. 40+% of our UK students self-identify as non-white and more than half of those who do identify as white come from unskilled or semi-skilled families. Overall, one in four is the first in family to go to university. The grades with which they enter always meet or exceed those required by the University.

Meanwhile, our international students come from 80+ countries and, through successful fund-raising, we are gradually increasing the number 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 exciting PhDs and wonderful 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 the 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 and our staff are committed and very loyal. Together we seek to build a 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

Operations Administrator (Conferences and Events)

Posted: 27 June 2024

Salary: £31,209 p.a.

Hours: Full time, 37.5 hpw

Closing date: 9am, Monday 15 July 2024

Job Type: Permanent

Interview Date: 23 and 24 July 2024

Lucy Cavendish College, part of the University of Cambridge, is seeking to appoint an Operations Administrator to provide administrative support to the Head of Hospitality and Catering and provide additional support for College Estates, Conference & Events and Catering teams.

In addition, the Operations Administrator will provide administrative support to the Operations and Estates Director acting as the first point of contact for the Operations and Estates Team; organising meetings, taking minutes and following up agreed actions; preparing, proofreading and amending documents; maintaining records and databases including Health and Safety administration.

Delivering a consistently high level of service, the postholder will manage guest room, meeting room and supervision room bookings, ensure accommodation records are kept up to date, assist with allocating student rooms, as well as ensuring the relevant pages of the College website are maintained.

Responding to all internal and external event enquiries, the postholder will help to build strong, long-term relationships with clients as well as identifying new business opportunities. You will update event bookings whilst liaising with conference or event organisers during their stay and prepare event literature, including signage and other requirements.

This is an exciting and varied role for an individual with strong administrative skills and previous customer service or event management experience. With the ability to work in a small team, you will be willing to adopt a flexible and collaborative approach to tasks, have enthusiasm for and enjoyment in working with a variety of colleagues demonstrating a customer focused approach at all times.

To learn more about this role, or to make an informal enquiry, please contact the Operations and Estates Director in the first instance on operationsandestatesdirector@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



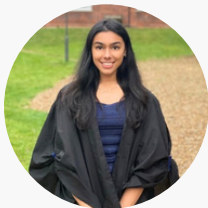
Lucy Cavendish is a very friendly, welcoming environment. The support is amazing, especially during times you need it the most. Everyone at the College wants the best for those who are here, and will do anything they can to help make your time here run as smoothly as possible.

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
- A 6% employer contributory pension scheme
- 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 15 July 2024**.

Interviews will be held on **23 and 24 July 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
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recruitment@lucy.cam.ac.uk



Paris
HR Assistant
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