



**UNIVERSITY OF  
CAMBRIDGE**

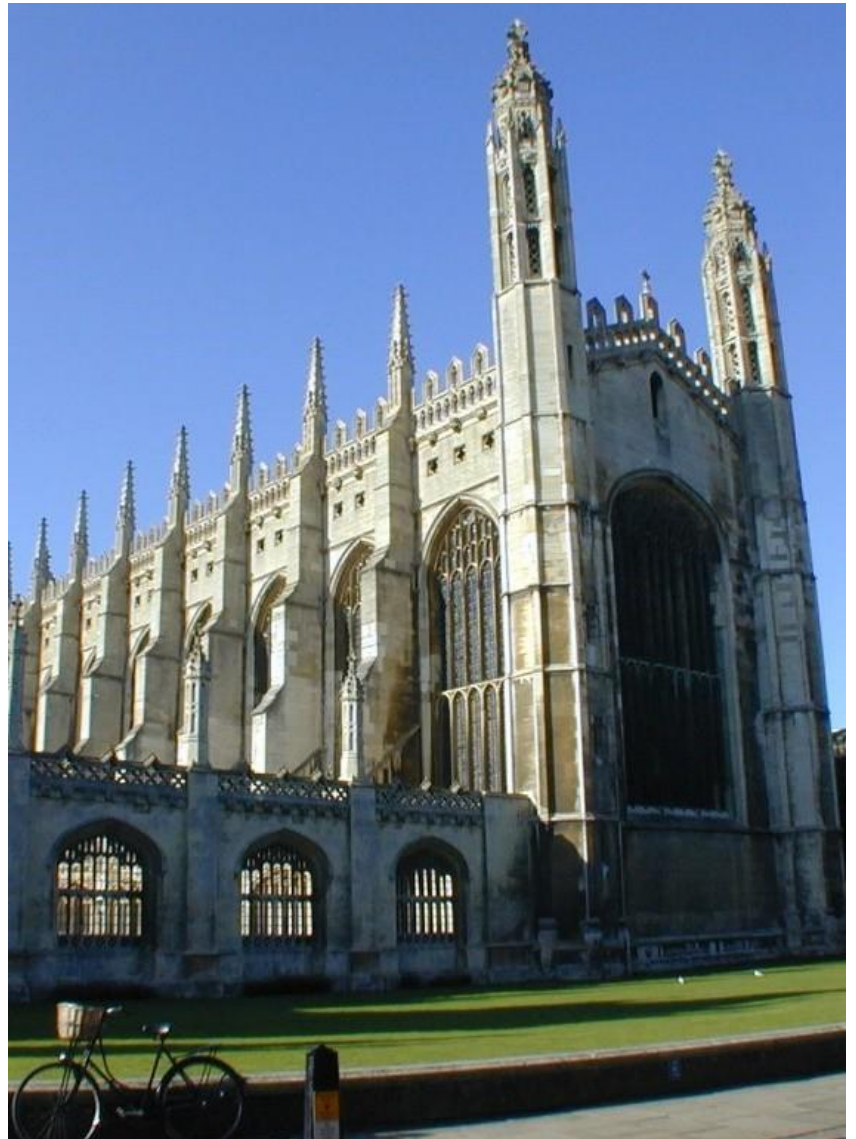
Department of Applied Mathematics and  
Theoretical Physics

# **Programme, Communications and Training Manager for the Institute of Computing for Climate Science (ICCS) (Fixed Term)**

Department of Applied Mathematics and Theoretical  
Physics

Closing Date: 9 June 2024

Job Reference: LE41551



## Programme, Communications and Training Manager

**Salary:**

£40,521 p.a. – £54,395 p.a.

**Contract:**

Fixed Term

**Location:**

Centre for Mathematical Sciences, Wilberforce Rd  
Cambridge

**Department:**

Department of Applied Mathematics and Theoretical Physics

**Responsible to:**

ICCS Executive Programme Director

The Institute of Computing for Climate Science (ICCS) is one of four centres forming the Schmidt Futures' Virtual Institute of Scientific Software (VISS) network. The ICCS is led by Professor Emily Shuckburgh and is a collaboration of the Department of Applied Mathematics and Theoretical Physics (DAMTP), the Department of Computer Science and Technology, Cambridge Zero and University Information Services.

The ICCS applies the University's existing world-class expertise in climate sciences, computer science and data science to collaborate with the various international research teams from Schmidt Futures' Virtual Earth Systems Research Institute (VESRI), in addressing their specific computation and research software needs to advance their data-driven climate modelling <https://www.schmidtfutures.com/our-work/more-advanced-computing-into-stem-rd/>

This interdisciplinary virtual institute will address the growing demand for software engineers with backgrounds in science, complex data and mathematics who can build dynamic, scalable, open software to facilitate accelerated scientific discovery across fields.

The Institute has four key objectives:

- Operational support and optimisation of the software engineering and data science needs of the VESRI science teams.
- Long term software quality assurance and open-source dissemination of the codes/

data created/used by the Science teams.

- Research breakthroughs in key areas of data science, climate science and computer science, arising from close and continuous collaboration between scientists and software engineers.
- Capacity building of tripartite expertise in data, climate and computer science both within the software engineering community and the scientific research community through the development and delivery of world-class training/personal development.

**Role Purpose**

The purpose of this role is to be the programme manager for the Institute of Computing for Climate Science (ICCS) to organise, manage and deliver activities for the ICCS. The role works independently and consults with the Academic Director, Executive Programme Director, co-directors and advisory board where required. The post-holder will assist in developing a strategy and vision for the Institute, and in planning and delivering the implementation of the strategy.

Developing and managing relationships with stakeholders within and outside the University is an important aspect of this role, as is taking an active role in communicating and promoting the activities of the Institute.

The role holder acts as line manager for the Institute's Programme Co-ordinator.



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### Main duties and responsibilities

#### Administration and line management

- Manage the day-to-day operations and administration of the Institute, including ensuring there are appropriate budgets in place for events, activities, salaries, and website development costs, etc.
- Line management responsibilities: including annual leave, coordinating resourcing, personal development and skills training where required. Advice and guide team members with their activities.
- Act as Secretary to the ICCS Advisory Board. With responsibility for convening meetings, arranging venues, drafting agendas, drafting minutes and monitoring follow-up of actions. Draft useful briefing notes for the Chair-person(s) of the board, to facilitate their preparation of the meetings.

#### Programme Management and Delivery

- Applying project management and business analysis methods and practices to lead the delivery of the Institute's programme.
- Planning and agreeing realistic workstream scope and delivery estimates based on experience, negotiation and data.
- Identifying and managing inter-workstream and intra-workstream dependencies and resource requirements.
- Monitoring and controlling programme progress to ensure delivery remains within defined scope, budget, quality and resource allocations.
- Maintaining an overall programme plan, budget tracker and risk register.
- Identifying, analysing, managing and where necessary escalating risks and issues to ensure timely resolution.
- Managing changes to scope through the Deputy and relevant governance structures.
- Creating and presenting status reports to relevant stakeholders/governance structures as required.
- Creating and maintaining documentation throughout the end-to-end life cycle of the Review delivery, in accordance with best practice.

#### Networking and relationships

- You will have a strong awareness of institutional context, priorities, and current activity, in data science and climate science.
- Take a lead in developing and fostering new relationships and partnerships in data science and climate science research. This will include companies, funding agencies, policy makers and academics both nationally and internationally, other HEIs, research institutions, and with regional organisations and clusters such as Cambridge Network.

- Maintain and grow existing relationships.
- Lead and represent the Institute in external national and international relationships, their international coalition and their associated major international research funding calls for sustainable funding beyond the initial donation from Schmidt Futures.
- Ensure the institute is highly integrated both within Cambridge Zero and AI in Cambridge, e.g. Cambridge Centre for Data Driven Discovery.
- Work closely with the Centre for Science and Policy (CSaP) to foster stronger links between data science research and government and policy makers, particularly for climate change.
- Foster and maintain relationships with the other relevant Interdisciplinary Research Centers, Strategic Research Initiatives and Networks and other academic partnerships at Cambridge to develop collaborations.

#### Communications

- Define, design and implement key communications aims and strategies for the ICCS in line with the key communications objectives and messages of the Institute, Department, and University as a whole.
- Evaluate and review the strategy to adapt to changing research outputs and the wider environment.
- Provide high level editorial support and ideas for content development. Ensure the delivery of high quality written and visual content for a range of marketing, recruitment and communication purposes via digital and print media, including hard copy publications, advertisements, videos, presentations and web content. the University and externally.



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Director

**Working pattern:**

Full-time

**Main duties and responsibilities:**

**Communications continued:**

- Maintain a social media presence, raise the profile of the research, deliver a relevant, content driven web presence, identify opportunities to highlight the research within
- Build strong working relationships with research infrastructure teams and communications teams in the University. Support staff at all levels to be actively involved in communications and ensure activities fall within the Institute's communication strategy. Ensure communications activities are co-ordinated.

- Be responsible for quality assurance. Maintain accurate, regular and up-to-date analyses of Institute's websites and online activities, prepare web usage statistical reports in order to inform strategy. Manage the reporting of analytics for social media channels, collaborate with and assist external suppliers e.g. feature writers, to assess the success of these projects/pieces of work.
- Lead on the Institute's programme of public engagement. Increase public awareness and understanding, organise open days, contribute to events, develop projects to engage the Group's research community.
- Design and organise large events, for example an annual symposium with internal and external speakers and delegates, to connect the Cambridge data science community with the work of the Institute.
- Invite and obtain Cambridge's leading academics as speakers and session chairs for events, where appropriate.

**Funding Opportunities**

**Cross-disciplinary activities, training and event planning**

- To proactively create opportunities for research funding from industry in collaboration with the Faculty Knowledge Transfer Facilitator and Research Facilitator, funding councils, philanthropists, think tanks, governments, NGOs etc. and to respond to queries from companies and other research organisations seeking research partners at Cambridge; working with other University offices, where appropriate.
  - Being cognisant with, and articulating in written and oral forms, research expertise within the Initiative to stimulate and actively attract industrial and other research funding and collaborative opportunities.
  - Initiating and providing a coordinating role for the drafting and reviewing of large complex cross-disciplinary proposals for funding; producing first drafts where appropriate.
  - Exploring funding opportunities to sustain the activities of the Institute.
- Other**
- Support the Executive Programme Director and Advisory Board of the ICCS.
  - Such other duties commensurate with the grade that the Academic Director or nominee may from time to time require.

# Person specification

|   | Essential | Desirable |
|---|-----------|-----------|
| <b>Education</b>  |           |           |
| A good first degree or significant recent and relevant experience   | ✓         |           |
| PhD in relevant field   |           | ✓         |
|   |           |           |
| <b>Experience</b>   |           |           |
| Administrative or project management experience, preferably in a research-related role and in a university environment                          |           | ✓         |
| Knowledge and experience of project and programme management methodologies and process  | ✓         |           |
| Experience of communicating complex information to a diverse audience   | ✓         |           |
| Experience of creating impactful scientific communications for varied audiences   |           | ✓         |
| Experience of funding applications  |           | ✓         |
|   |           |           |
| <b>Skills</b>   |           |           |
| Excellent Interpersonal and communication skills  | ✓         |           |
| Ability to synthesise and articulate scientific concepts and to present scientific and financial data in an appropriate written or oral format. | ✓         |           |
| Ability to work closely with academics of all levels and to understand their research priorities.   | ✓         |           |
| Ability to work in a team environment and excellent interpersonal skills  | ✓         |           |
| Excellent writing skills, ability to draft complex documents and write for varied external audiences .  | ✓         |           |
| Excellent IT, project management and organisational skills  | ✓         |           |
| Proven problem-solving skills and initiative.   | ✓         |           |
| Ability to work proactively, manage own workload and with the ability to work independently to a given set of objectives                        | ✓         |           |
|   |           |           |

# The Department

## The Department of Applied Mathematics and Theoretical Physics (DAMTP)

The Department of Applied Mathematics and Theoretical Physics is one of the largest and strongest departments of its kind in Europe. DAMTP is a large Department with around 50 academics (professors, readers and lecturers) and almost 100 contract research staff. There are also 20 – 30 visiting academics, 130 postgraduate research students and 100 graduate students. Over 800 undergraduate and postgraduate students are enrolled in Parts I to III (years 1 to 4) of the Mathematical Tripos. Part III is not only the 4<sup>th</sup> year of the undergraduate course, but attracts more than 100 students each year from outside Cambridge, who take it as a one-year postgraduate course, leading to a Masters degree.

DAMTP shares responsibility for teaching in the Mathematical Tripos with its sister Department, the Department of Pure Mathematics and Mathematical Statistics (DPMMS). DAMTP also has responsibility for teaching mathematics to undergraduates taking Natural Sciences. DAMTP and DPMMS are accommodated, along with the Isaac Newton Institute for Mathematical Sciences and the Betty and Gordon Moore Library (covering mathematics, physical sciences and technology) at the Centre for Mathematical Sciences, a purpose-built complex in Wilberforce Road.

The Faculty of Mathematics is a supporter of the Good Practice Scheme developed by the London Mathematical Society's Women in Mathematics Committee (<http://www.lms.ac.uk/women/good-practice-scheme>). The Faculty is actively engaged with the Athena SWAN Award Scheme (holding a Bronze Award from 2013). The Department would particularly welcome applications from women, since women are, and have historically been, underrepresented on our staff.



The Department is also keen to attract applications from candidates who have a genuine interest in, and commitment to, developing the role of women in mathematics and who can demonstrate the potential to be strong role models to female mathematicians.

## Research

Current research in DAMTP is loosely organised into eight broad subject areas: Applied and Computational Analysis, Astrophysics, Geophysics, Fluid and Solid Mechanics, Mathematical Biology, Quantum Information, High Energy Physics and General Relativity and Cosmology. The boundaries between the areas are not rigid and evolve with time. Many members of staff contribute to more than one area and this is regarded as a key factor in the continuing success of DAMTP.

Research in each of DAMTP's subject areas involves collaboration with strong groups nationally and internationally, and participation in numerous interdisciplinary projects and programmes. Many members of DAMTP have valuable links with industry and other non-academic sectors. For more information please see: <http://www.damtp.cam.ac.uk/research>.

There are strong links with the Isaac Newton Institute for Mathematical Sciences. At any time the Institute runs two parallel research programmes, each usually lasting six months and attracting several dozen mathematical scientists nationally and internationally. In several areas there are also links to research in DPMMS <https://www.dpmms.cam.ac.uk/>, including in general relativity and the analysis of Einstein's equations, and to other Departments within the School of Physical Sciences (<http://www.physsci.cam.ac.uk/researchinsps>).

Further general information about the University of Cambridge, the Department of Applied Mathematics and Theoretical Physics, and Mathematics in Cambridge may be found on the websites: <http://www.cam.ac.uk>, <http://www.damtp.cam.ac.uk> and <http://www.maths.cam.ac.uk>.





# The School

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It covers Astronomy, Chemistry, Earth Science, Geography, Materials Science and Metallurgy, Mathematics and Physics.

The School's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching, and infrastructure.

## About the School

The School of the Physical Sciences comprises the following Departments:

[Applied Mathematics and Theoretical Physics \(DAMTP\)](#)

[Chemistry](#)

[Earth Sciences](#)

[Geography \(including the Scott Polar Research Institute\)](#)

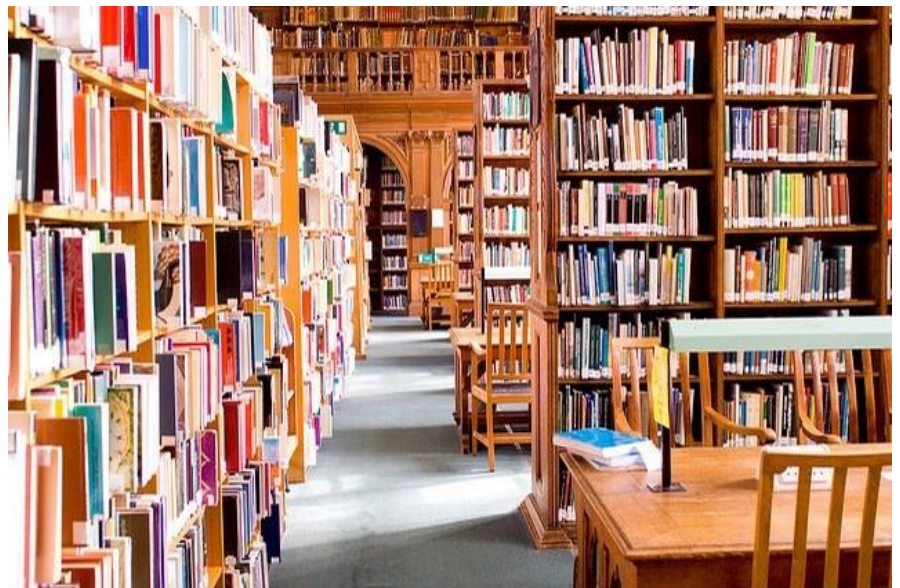
[Institute of Astronomy](#)

[Issac Newton Institute of Mathematical Sciences](#)

[Materials Science and Metallurgy](#)

[Physics \(Cavendish Laboratory\)](#)

[Pure Mathematics and Mathematical Statistics \(DPMMS\)](#)



The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including; research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University's annual planning cycle, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets, as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.

# Terms of appointment

## Tenure and probation

Appointment will be made on a fixed-term basis of 5 years (reason for limit of tenure—limited funding). Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

## Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

## Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new 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 HR Administrator who is responsible for recruitment to this position, by email on [LE40701@maths.cam.ac.uk](mailto:LE40701@maths.cam.ac.uk)





# The University

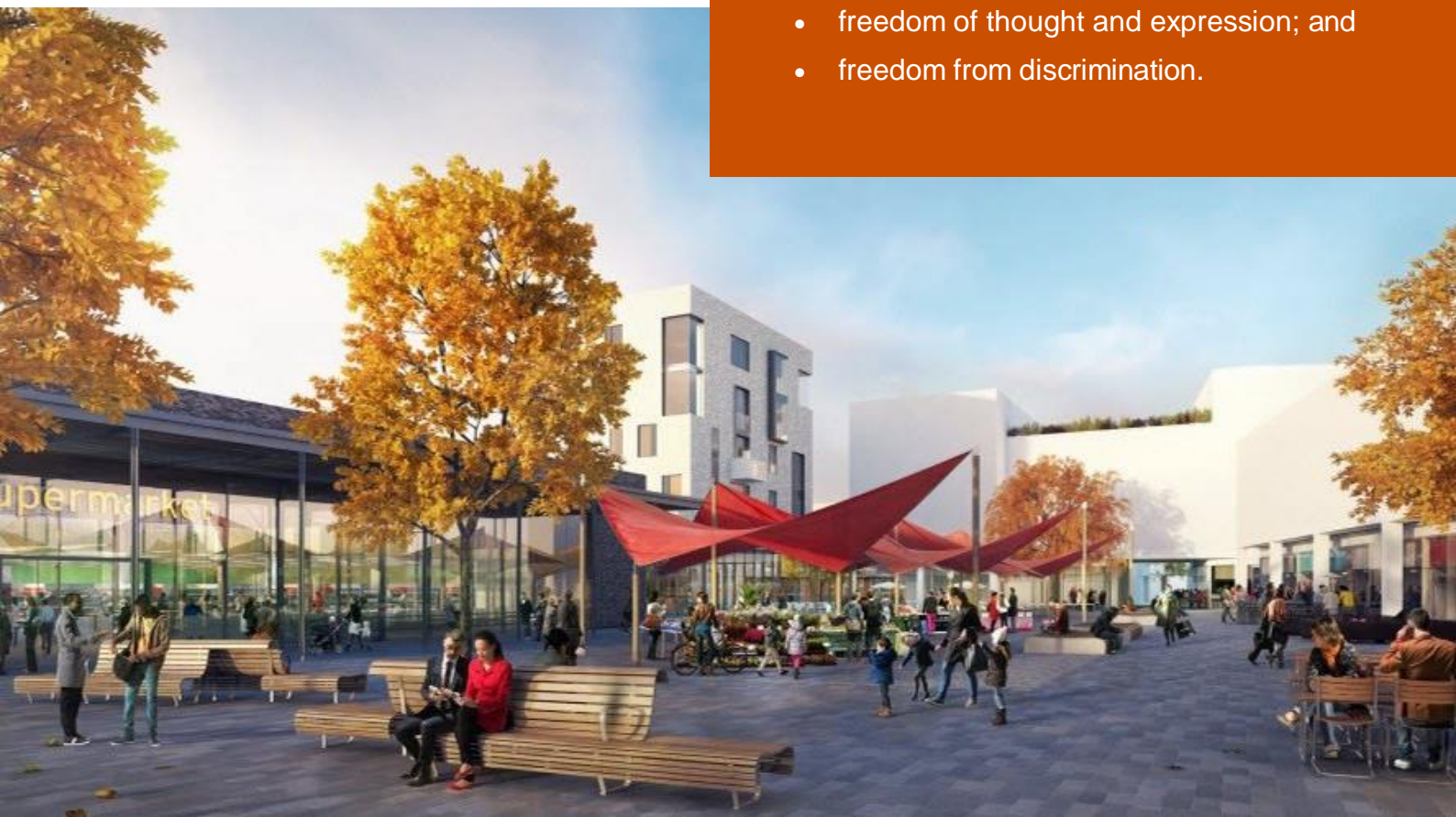
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# 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 students, provide student accommodation and deliver small group teaching.

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

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*





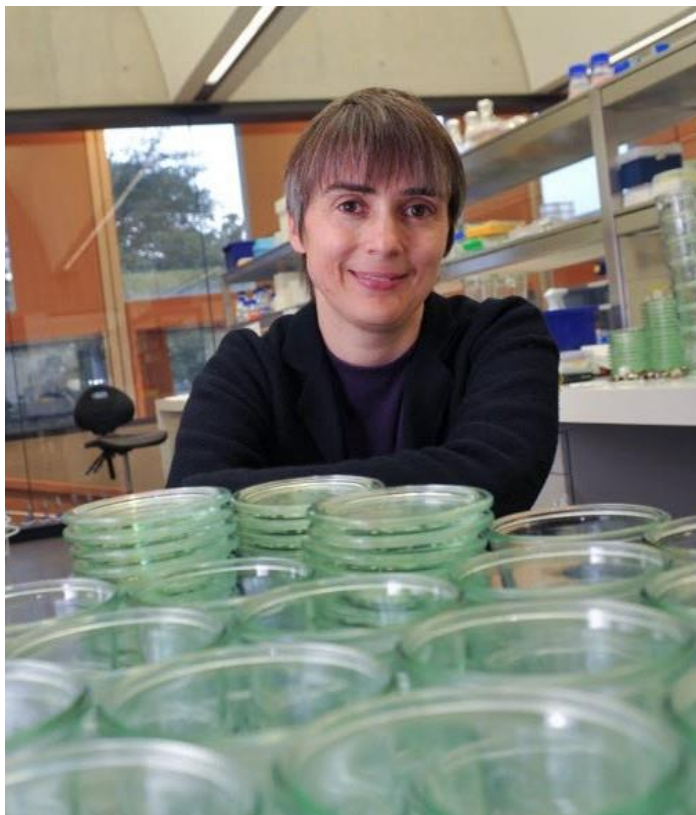
# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 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.

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.



## 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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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



# 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.

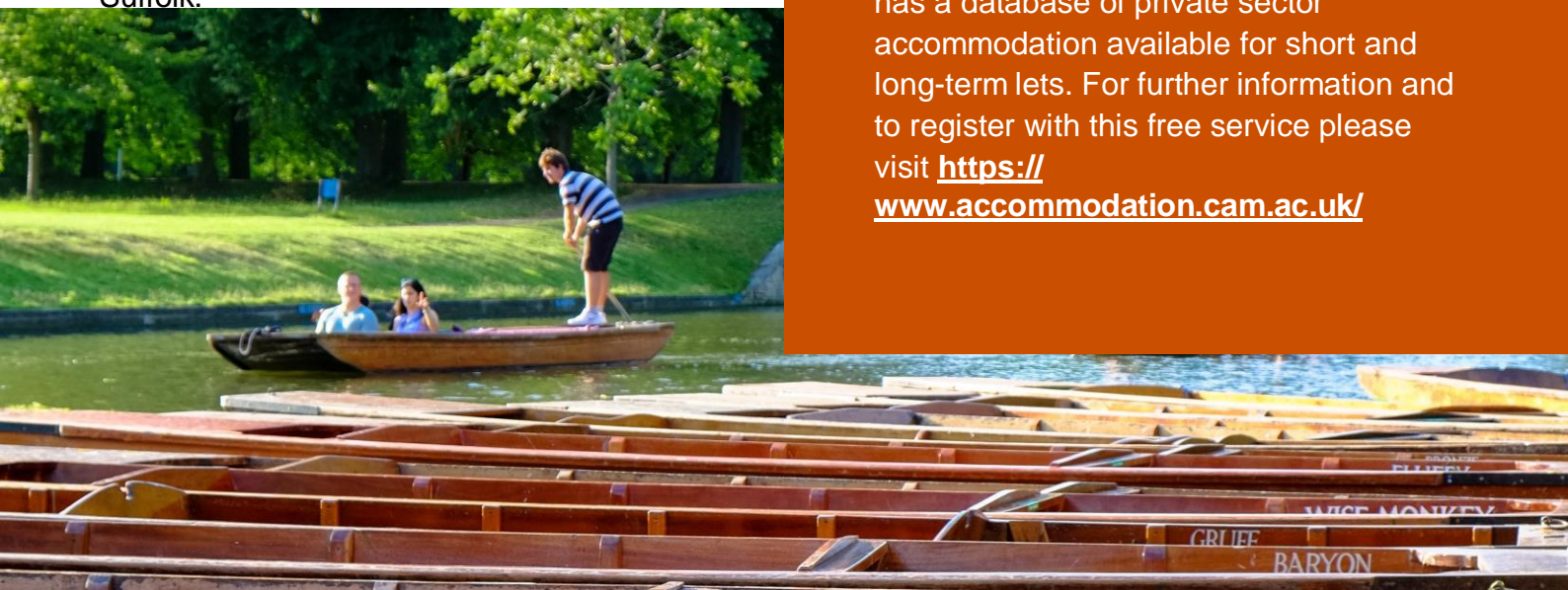
If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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/>. 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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



## **CAMbens employee benefits**

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.





# 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 18 weeks full pay and emergency family care support via My Family Care.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be 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 is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.cam.ac.uk/>

## 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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.





# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://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/hybrid or job share options 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: Marla Fuchs, Executive Programme Director by emailing [mf372@cam.ac.uk](mailto:mf372@cam.ac.uk)

If you have any queries regarding the application process please contact the HR Administrator responsible for this recruitment at [LE41551@maths.cam.ac.uk](mailto:LE41551@maths.cam.ac.uk)

The closing date for applications is: Sunday 9 June 2024.

The interviews will be held: As soon as possible following the closing date.



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