

Senior Collections Lead

Museum of Zoology

Department of Zoology

Closing date: 22 June 2025

Job Reference: PF45931



Senior Collections Lead

Salary:

£35,116 - £45,413 per annum

Contract:

Fixed-term: Four years (in the first instance)

Location:

Cambridge

Department:

Zoology

Responsible to:

Assistant Director

Working Pattern:

Full-time

Purpose of the role

The University Museum of Zoology holds a collection of approximately two million specimens covering the entire animal kingdom, past and present, of which around 5,000 are on public display. The collections are designated as being of outstanding national and international significance and are vitally important for our knowledge of the history of fauna around the world, and for the history of science itself.

The Museum's main purpose is to promote and advance the understanding and appreciation of the richness and diversity of animal life. This is achieved through teaching, research and public engagement – the Museum is both a leading visitor attraction and a major research hub. The Museum is part of the Department of Zoology at the University of Cambridge, and is housed in the David Attenborough Building, sharing space with NGO and academic partners in the Cambridge Conservation Initiative. There are numerous stakeholders in the Museum within and beyond the University.

Around the world, and on our doorstep, societies are struggling with the legacies of our past: biodiversity loss, anthropogenic climate change and other environmental impacts, societal inequalities, and declining public health. We will use the Museum's collections to promote understanding of animal life in the past, present and future of our planet; and to engage its audiences in diverse interdisciplinary research and educational projects that together cause a fundamental shift in how we manage societal inequalities and public health. Our vision is to instil an appreciation for the natural world that will shape a more environmentally sustainable, just and inclusive future.

The Senior Collections Lead's primary responsibility is to manage the team responsible for Collections Management, Care, and Conservation. They will be an ambitious and creative individual with proven successful experience of leading and motivating teams with a diverse and active workload. They will have a deep knowledge of contemporary natural history museums practice, particularly in collections management, and a practical understanding of the processes of conservation. They enjoy people-management, work-planning and negotiation, and have the ability to develop schedules to balance the needs of a wide range of stakeholders. They are excited by the creative possibilities of making collections accessible for research, teaching and public engagement. They will have the people skills to be a superb ambassador for the Museum when engaging with external users of our collections and capable of working effectively with all our academic Curators.

Key responsibilities (continued)

The key purpose of the role is to lead the Collections Team in their work to meet excellent standards of management, care, conservation, preparation, access and use of our globally important collections, in accordance with recognised standards such as Spectrum. You will manage and contribute to the work of the Collections Team, which is responsible for storage, documentation, conservation, digitisation and databases; and facilitating use of the collection in research, teaching and public engagement, including displays and exhibitions. Whilst managing the whole team, you will particularly boost the capacity for collections management and access. You will negotiate with key stakeholders and staff (including academics) to prioritise collections needs in line with the team's capacity.

You will also:

- Implement key collections strategies by ensuring tasks are embedded into work plans.
- Deliver successful collections management projects that meet the needs of the collections and potential users.
- Work closely with the Departmental Safety Officer, to ensure the health, safety and security needs of the people that work with collections, and the collections themselves are met.

It is expected that you will raise funds for collections work through applications for external grants. A track record of success in this area would be advantageous.

Key responsibilities

- Lead the Collections Team (currently 3.0 FTE permanent and ~2.0 FTE contract staff), ensuring all staff are motivated and developed to give their best, as part of a positive and high-performance culture of strong teamwork and effective communication. Have day to day responsibility for staff within the Collections Team, their work-plans, professional development, and the collaborative environment.
- Manage the Collections Team to develop and implement effective programmes to: manage the collections, including programmes to document and digitise collections; ensure they are appropriately stored; and implement conservation strategies. Play a significant role in the delivery of this work, particularly in areas of collections management.
- Manage budgets for collections work, in consultation with the Assistant Director.
- Co-ordinate internships, work placements, and volunteers working with collections, in conjunction with the Volunteer Coordinator.
- Assist in the development and day-to-day implementation of the museum's strategic plans.
- Liaise with the Collections Team, Curators and Assistant Director to ensure collections management and conservation activities and goals are planned strategically.
- Implement strategies for effective collections management and conservation, whilst facilitating responsible access to the collections for research, teaching and public engagement.
- Act as a lead for major collections projects such as stores redevelopments, mass-digitisation and data-management programmes; and estates matters.

- Co-ordinate and develop annual Documentation, Conservation and Collections Care Plans in accordance with recognised standards.
- Work with the Collections Team to:
 - maintain and develop appropriate standards for documentation, collections care, storage and environmental conditions across the collections and devise emergency plans.
 - facilitate loans, acquisitions and disposals, in accordance with the museum's policies.
 - facilitate researchers and handle enquiries about the collections promptly and effectively, liaising with relevant colleagues.
- Develop digital accessibility to the collections, including through digital collections management systems, imaging and data storage.
- Establish and implement specimen preparation protocols to grow our collection.
- In consultation with the Departmental Safety Officer, ensure the health and safety and security responsibilities with respect to working with collections are met, in line with departmental policies.
- Ensure collections work and collections development follows existing legal and ethical responsibilities (e.g. Nagoya, CITES, HTA).
- Contribute to the work of the wider museum to share stories from the collections.
- Assist the Senior Management Team with Accreditation procedures – helping to ensure the Museum meets or exceeds national standards – and monitoring reports for funders and contribute to the collection and reporting of key performance indicators.
- Raise the profile and promote responsible use of the collections.
- Write and contribute to grant applications.
- Represent the museum on professional bodies and University working groups. Play a role in ensuring that the museum is a leader in the natural history museum sector, by developing networks and professional relationships; and contributing to appropriate conferences and publications.
- Liaise with departmental facilities managers on museum maintenance issues, in consultation with the Departmental Administrator and other colleagues where necessary.
- This role will involve working with preserved human and animal remains.

Person Specification

| Criteria | Essential | Desirable |
|---|-----------|-----------|
| Experience | | |
| Proven people-management skills, with a track record of cultivating positive working cultures, instilling confidence and trust. | ✓ | |
| Ability to convey complex concepts and ideas simply, drawing on relevant data as appropriate, with experience in writing for professional and public audiences, including journal articles, reports for stakeholders and public-facing content. | ✓ | |
| A thorough understanding of the taxonomic principles underlying the organisation of zoological collections, and proven knowledge of and interest in the scientific research themes that they are used to investigate. | ✓ | |
| Knowledge of national and international developments and trends in museums. | ✓ | |
| Experience of working in a higher education context. | | ✓ |
| Proven experience of natural history collections management, with an understanding of best-practice standards for caring for, managing and providing access to these collections. | ✓ | |
| An excellent understanding of principles around Accreditation and compliance underpinning curation and collections care, including responsibilities under relevant collections legislation (e.g. Nagoya, HTA, CITES). | ✓ | |
| Experience of digitising and documenting collections, and administering loans, acquisitions and disposals. | ✓ | |
| A track record of developing and sharing practice in the museum sector, including through publications, presentations and supporting sectoral organisations. | ✓ | |
| A track record of public engagement in science | ✓ | |
| Experience of preparing grant applications | | ✓ |

Person Specification (Continued)

| Criteria | Essential | Desirable |
|--|-----------|-----------|
| Skills | | |
| Ability to lead and work within teams effectively, encouraging the development of others through clear communication, guidance and feedback on performance whilst managing conflicting priorities and tensions. | ✓ | |
| Ability to communicate effectively, be persuasive and build relationships and trust with people at all levels, modify behaviour accordingly, listen and respond constructively to the realities and needs of others. | ✓ | |
| Ability to develop and articulate policy, in consultation with appropriate stakeholders. | ✓ | |
| Ability to think and plan strategically, with a commitment to consultation and collaboration in the development of strategic plans. | ✓ | |
| Comfortable working with a variety of different software packages, and a track record of working with relational collections management databases (e.g. KE-EMu). | ✓ | |
| Experience of imaging and/or scanning techniques relevant to zoological collections. | | ✓ |
| Qualifications | | |
| Educated to degree level in a relevant discipline such as biology, zoology or palaeontology. | ✓ | |
| Additional requirements | | |
| A commitment to advancing equality, diversity and inclusion. | ✓ | |

Department of Zoology

The Department of Zoology provides an exciting research and teaching environment with a strong sense of collegiality and community. The Department has about 260 members who share a fascination with animal biology. Our community includes 30 principal investigators, around 90 postgraduate students, a vibrant post-doc community and a committed team of professional service staff. The Department is a member of the Cambridge Conservation Initiative (CCI), a unique partnership between conservation organisations and academic departments.

visitors per year. It has a lively science outreach programme and hosts hundreds of visits by educational groups each year.

Research

Our mission is to define and answer the most important and exciting questions in animal biology thus delivering an outstanding contribution to knowledge with real-world benefits. We have particular research strengths in conservation science, evolutionary biology, ecology, behavioral ecology and developmental biology. Members of the Department belong to a range of the School's research themes including "Organisms, Evolution and Ecology", "Functional and Evolutionary Genomics", "Reproduction, Development and Lifelong Health" and "Neuroscience, Psychology and Behaviour".

The Department contributes to five cross school Interdisciplinary Research Centres; Conservation, Global Food Security, Cancer, Infectious Diseases and Neuroscience and an exciting new Collections-Connections-Communities strategic research initiative.

The Department has an outstanding Museum of Zoology that holds internationally renowned collections that provide excellent research and teaching resources, and has its own strengths in collections-based conservation work.



The Museum attracts over 150,000 visitors per year. It has a lively and innovative science outreach programme and hosts hundreds of visits by educational groups each year.

Teaching

We teach a range of courses in the Natural Sciences Tripos, working closely with other Departments in the School. These include first and second year courses in "Evolution and Behaviour", "Evolution and Animal Diversity", "Ecology Evolution and Conservation", "Cell and Developmental Biology" and "Neurobiology". Our final year "Part II Zoology" course is a modular course that reflects the research interests of the department and is delivered in close cooperation with other Departments. This allows our students to combine the study of evolutionary biology, ecology, conservation and behaviour, with genomics, cell and developmental biology and a range of other options.



Students can focus on specific areas of Zoology or explore the diversity of the subject and the interface between disciplines and levels of analysis. Our teaching is rated very highly, by both external assessors and the undergraduates themselves and combines the study of evolutionary biology, ecology, conservation and behaviour, with genomics, cell and developmental biology and a range of other options. Students can focus on specific areas of Zoology or explore the diversity of the subject and the interface between disciplines and levels of analysis. Our teaching is rated very highly, by both external assessors and the undergraduates themselves.

Location and Facilities

The Department is based in the historic city centre of Cambridge and has very close links with the Cambridge Conservation Initiative, in which some members of the Department are based.

range of topics. The Department promotes staff wellbeing through diverse social events organised through the year.

We are uniquely positioned to contribute to life in our local community through the work of the Museum of Zoology and encourage our staff to contribute to wide-ranging activities the Museum runs every year for different community groups.

Working Environment

The Department of Zoology offers a stimulating, supportive and friendly work environment in a successful academic community.

We have exceptional strengths in both field and laboratory based experimental work in addition to theoretical approaches. The Department and School have excellent research facilities.

The Department provides a lively and successful research environment. We have

a range of regular seminar series (e.g. Behavioural Ecology and Evolution, Evo Devo and Museum Research Talks) and an Annual Departmental Seminar Day. There is a wide range of seminars in the School and in Cambridge.

The Department has a proactive mentoring programme and provides annual staff development reviews. Probation includes regular meetings with a mentor and the Head of Department. We have an active induction programme and ongoing training in a wide range of topics.

Social life in the Department includes, when possible, various get-togethers throughout the year, happy hour, sporting and other wellbeing activities.

The Department values interactions with the wider community and there are opportunities to contribute to outreach through, for example, Museum activities, the Cambridge Festival, interactions with local schools and many others.



Equality Diversity and Inclusion

We embrace the immense benefits of a diverse and inclusive community. We are committed to fostering equality and inclusion, valuing diversity and promoting wellbeing all built on a foundation of mutual respect in our community.

We expect all members of our community to be actively involved in providing a stimulating, inclusive, respectful, and supportive work and study environment.

We fully and actively subscribe to both the University's Equal Opportunities Policy, the University's [Dignity@Work Policy](#), as well as promoting a wide range of diversity networks for women, black, Asian and minority ethnic, and lesbian, gay, bisexual, and transgender (LGBT+) staff and students.

We have an enthusiastic and effective Equalities and Wellbeing Committee and Race Equality sub-group, with members drawn from all sections of the department's staff and students.

The committee works hard to lead the department in implementing best practices in equality, diversity, inclusion, and wellbeing. This includes:

- Actively promoted and encouraged current staff to undertake equality and diversity training throughout their time in the department.
- Introduction and active promotion of Wellbeing Advocates in the Department.



The Museum of Zoology

The [Museum of Zoology](#) provides a relatively small home for a spectacular global collection, encompassing more than two million zoological specimens amassed over the course of more than two centuries.

With substantial funding from National Lottery Heritage Fund, the Museum's building recently underwent a complete refurbishment – including the construction of a new glass-walled whale hall. During the refurbishment, the public galleries had a facelift, with vibrant new displays assembled and installed; staff offices and labs were upgraded; and the museum stores were completely emptied, rebuilt, and refilled. The Museum re-opened in 2018, attracting over 150,000 visitors and won plaudits for its work in public engagement that year through two awards, regionally and nationally. It received further national recognition for the programme of digital engagement it put on during 2020 and 2021.

Staff of the Museum includes the Director and five academic curators, all of whom combine research, teaching and curatorial responsibilities. The academic staff works with the Collections team, the Public Engagement team, and the Operation and Visitor Services team, which includes a large and active team of volunteers. The Museum is embedded in the Zoology Department and shares a building with the Cambridge Conservation Initiative (CCI). It is also part of the wider University consortium of Cambridge museums, the UCM. The consortium works together in delivering a programme of public engagement and learning activities, including the hugely popular 'Twilight' events.

The consortium is also part of the new University-funded Strategic Research Initiative 'Collections – Connections – Communities'. It will use the University's collections, and their audiences, to convene new research addressing key societal issues of our time, relating to Environment and Sustainability; Public Health and Wellbeing; and Society and Identity. Ongoing work within the Museum of Zoology already falls within each of these themes. As well as projects on evolution, that explain how life on earth evolved and how it functions today, and conservation, which use the collections to document the decline in the natural world, to deduce new techniques for conserving and rebuilding biodiversity, there is work targeted towards improving the health and wellbeing of our audiences and uncovering the hidden histories behind the collections.

The Museum has associated molecular laboratories, and a high-resolution micro-tomography centre.



The School of the Biological Sciences

The Department of Zoology is part of the School of the Biological Sciences. The goal of the School of the Biological Sciences is to deliver education, learning and research at the highest international levels of excellence. Building on our record as a world class University for Biological Sciences we aim to work in innovative ways to achieve ongoing excellence in a supportive and collaborative research and teaching environment.

The research and teaching carried out in the School is diverse and covers animal, human, plant and microbial science from the atomic, molecular and cellular levels through to tissues, organs, whole organisms, populations, ecosystems, biodiversity, and human behaviour. This research has impacts on health and disease across species, agriculture, conservation and the environment as well as on the pharmaceutical and biotechnology industries, with direct translational relevance to the clinic, public services and social policy, and the bio-economy.

The School of the Biological Sciences employs around 2000 staff teaching over 4000 students (split roughly evenly between undergraduates and postgraduates). It consists of nine Departments (Biochemistry; Genetics; Pathology; Pharmacology; Physiology, Development and Neuroscience; Plant Sciences; Psychology; Veterinary Medicine; Zoology) and four research institutes (Gurdon Institute, Cambridge Stem Cell Institute, Sainsbury Laboratory and the MRC Toxicology Unit) all of which are involved in fundamental biological research alongside undergraduate and postgraduate teaching.



[Research in the School is organised in six major Themes](#), designed to provide integration across the School, encourage new conversations and enhance interdisciplinary networking critical for major innovation:

- Organisms, Evolution and Ecology
- Functional and Evolutionary Genomics
- Infection and Immunity •Neuroscience, Psychology and Behaviour •Reproduction, Development and Lifelong Health •Molecules and Cells: The Building Blocks of Life.

The School has teaching responsibilities in four undergraduates triposes: Natural Sciences, Medical Sciences, Veterinary Sciences and Psychological and Behavioural Sciences. It is part of the Graduate School of Life Sciences, which organizes and manages the graduate training and monitoring for Masters and PhD students, along with the Degree Committee.

Research Themes

Six cross-cutting Research Themes provide integration across the School and align with areas of significant research strength. They are designed to facilitate interactions across traditional departmental boundaries and all activities are founded in the principles of openness, inclusion and mutual respect. The Research Themes are:

- Molecules and Cells
- Infection and Immunity
- Neuroscience, Psychology and Behaviour
- Functional and Evolutionary Genomics
- Reproduction, Development & Lifelong Health
- Organisms, Evolution and Ecology

All academic staff within the School of Biological Sciences are invited to join and participate in the Theme(s) most relevant to their research. The Themes provide new opportunities for leadership across the School, bringing people together from a variety of perspectives and career stages, with Theme Lead applications actively encouraged from groups traditionally under-represented in such roles.

Culture and Inclusion

The School is working to deliver a thriving research culture so we can attract and retain the best researchers and empower them to do their best work. The School is home to a dynamic community committed to providing a working environment where all individuals feel valued and supported.

In line with University values and frameworks, we are proactively working to achieve an inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity.

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.

For more information:

[Guidance on the Implementation of DORA Recommendations for Research Assessment](#)

Biological Sciences Early PI Network

The network offers peer-support and advice during the challenging transition to lab head, implements policies and ways of working to improve the experience of early Principal Investigators.

CambridgeConservationInitiative



The Cambridge Conservation Initiative (CCI) is a unique collaboration between the University of Cambridge and nine leading internationally-focused biodiversity conservation organisations based in and around Cambridge.

The CCI partners together combine and integrate research, education, policy and practice to create innovative solutions for society and to foster conservation learning and leadership. Our work spans disciplines, organisations and continents, with a core mission of conserving and restoring life on Earth.

This position will be based close to the CCI's hub in the David Attenborough Building – right at the centre of the largest cluster of conservation organisations in the world, and a place where leaders in academia, business, government and non-governmental organisations interact and work together on a daily basis.

Our city-centre location and strong convening power allow us to directly engage with a wide audience globally, from leaders in government, business, academic and NGO communities to the general public.



Terms of Appointment

Tenure and probation: Appointment will be made on a fixed-term basis of four years (in the first instance). The appointment 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 100% of full-time, working on site Monday to Friday.

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 the [pensions website](#).

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 based on days worked.

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.

Health assessment: Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment.

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.

Screening Checks: This role requires a basic disclosure and a security checks. The nature of this role means that the successful candidate will also need to undergo a health assessment. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks, whether an outcome is satisfactory will be determined by the 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 on the [support services section on the HR website](#).

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, Mrs Anastasia Nezhentseva, HR and Grants Administrator, who is responsible for recruitment to this position via: an286@cam.ac.uk.

Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via: hrenquiries@admin.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.



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 on [Equality and Diversity](#) webpages.

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 the [Relocation Service - Accommodation Service](#) 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 the [Accommodation Service](#) website.



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. A CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. An interest free travel to work loan is 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.

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 on the [Childcare Office](#) website.

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 Postdoc Academy](#) supports the postdoctoral community within Cambridge.

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 interdisciplinary [Cambridge Festival](#), 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 postgraduate 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](#) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

If you would like to find out more about this role please contact the Assistant Director, Jack Ashby.

Email: jda26@cam.ac.uk

If you have any queries regarding the application process or require a paper copy of application please contact Anastasia Nezhentseva, HR and Grants Coordinator

Email: an286@cam.ac.uk

Telephone number: (0)1223 330117

The closing date for applications is 22nd June 2025.

Interviews are likely to take place on 7th August 2025, and candidates who are shortlisted for interview are likely to hear that they have been shortlisted on or around 31st July.