

Outreach, Widening Participation and Communications Coordinator

Faculty of Law

Closing Date: 22nd June 2025

Job Reference: JK00000



Outreach, Widening Participation and Communications Coordinator

Salary:

£33,232 - £39,355
per annum (Grade 6)

Contract:

3-year fixed-term

Location:

Central Cambridge

Department:

Faculty of Law

Responsible to:

Legal Research Training
and Communications
Specialist and
Deputy Faculty Manager
(Learning & Teaching)

Purpose of the role

The Outreach, Widening Participation and Communications Coordinator provides key support for the Faculty's outreach and widening participation initiatives, supporting the work of the Faculty Access Officers, keeping up-to-date with HE policy documents and best practice, and co-ordinating a wide range of events in liaison with the Cambridge Admissions Office and Colleges.

Key Responsibilities

- Coordinate, develop and expand the Faculty's own widening participation and recruitment initiatives, including the Faculty Open Day and Exploring Law Conference;
- Provide administrative support for the National Admissions Test for Law (LNAT).
- Provide ad hoc communications and administrative support for Exploring Law Course;
- Support existing and new Cambridge Admissions Office initiatives such as Cambridge Master-classes, Sutton Trust Summer School, Target Oxbridge and University Open Days;
- Act as first point of contact for prospective students, as well as provide support to the Faculty Access Officers;
- Work with state schools in key areas, in liaison with Cambridge Admissions Office and Colleges, to encourage students from disadvantaged or underrepresented backgrounds to apply to Cambridge to study Law.

- Liaise closely with the Faculty's Development Associate to support the Faculty's work with its Access and Widening Participation Partners;
- Support the analysis of admissions data across the Faculty;
- Liaise closely with the Legal Research Training and Communications Specialist promoting the Faculty's outreach and widening participation activities in the University and externally, particularly through the use of social media;
- Organise, coordinate and support the marketing and promotion of events within the Faculty. Produce new admissions literature for circulation to schools and open days;
- Ensure the Faculty's undergraduate prospectus and website are up-to-date and have relevant material for prospective students;
- Serve on the Faculty's Equality, Diversity and Inclusivity (EDI) Committee;
- Performing other duties as required.



Person specification

	Essential	Desirable
Education & Qualifications		
Educated to degree level, level 6 vocational qualification or equivalent level of practical experience	✓	
Relevant experience		
Experience in an administrative role	✓	
Understanding of academic admissions process	✓	
Experience of publicity/promotions in an educational setting	✓	
Experience of project management		✓
Experience of liaison with outside organisations	✓	
Experience of managing social media accounts for business and marketing purposes	✓	
Skills		
Excellent IT skills to include Microsoft Office 365	✓	
Excellent communication and interpersonal skills	✓	
Excellent planning and organisational skills	✓	
Demonstrate advanced knowledge of event coordination involving a critical understanding of relevant theory and/or principles	✓	
Ability to work independently and use own initiative, and as part of a team	✓	
Ability to manage and prioritise workload	✓	
Additional requirements		
Proactive approach to the role	✓	
Enthusiastic, flexible and positive approach to work and ability to remain calm under pressure	✓	
Occasionally work during evenings and weekends	✓	
Attention to detail and high level of accuracy	✓	

Behavioural Attributes

This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement. Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>.

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

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

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Faculty of Law



The Faculty is one of the world's leading law schools. It is consistently ranked highly in the United Kingdom, in national league tables, and in the QS World University Rankings.

The Faculty of Law currently has over 100 University and College Teaching Officers. Almost every area of legal interest is represented. Within its professional services team, the Faculty has 25 administrative staff, an IT team of 6.

Law has been studied and taught at Cambridge since the thirteenth century and the Faculty has a long tradition of excellence in international and comparative law, jurisprudence and legal history. There are around 700 undergraduates, 200 Masters level students (LLM and MCL), and approximately 70 PhD students in the Faculty.

The Faculty is housed in a striking modern building designed by Foster and Partners, which brings together on one site the Squire Law Library, the Faculty's lecture and seminar rooms, and its administrative offices and common room facilities.

The Faculty includes the Institute of Criminology, which is housed in separate premises. The Faculty currently has 11 Faculty Research Centres which facilitate collaborative research and promote engagement with policy-makers and the professions, as well as helping to attract research income.

The Squire Law Library is one of the largest academic law libraries in the United Kingdom, and supports the teaching and research activities of the students and researchers associated with the Faculty of Law. It is an affiliated library of Cambridge University Library.



The School of the Humanities and Social Sciences



About the School

The School of the Humanities and Social Sciences is one of six schools in the University and is made up of the following institutions:

- Faculty of Economics
- Faculty of Education
- Faculty of History
- Faculty of Human, Social and Political Science (comprising: Department of Archaeology; Department of Social Anthropology; Department of Politics and International Studies; and Department of Sociology)
- Faculty of Law (including the Institute of Criminology)
- Department of History and Philosophy of Science
- Department of Land Economy

The School includes a wide range of disciplines with differing methodologies, from highly quantitative analysis of 'big data' to

ethnography and the analysis of the material culture and thought of past societies. The geographical range is equally broad, with Centres of African, Latin American and South Asian Studies, and specialists within each Department or Faculty. Each institution has its own well-developed research profile, but increasingly we are working across disciplinary boundaries within the School and with colleagues in other Schools.

The School is participating in University-wide Strategic Research Initiatives such as public health, global food security, energy and conservation which bring the insights of social sciences to bear on some of the major issues facing the world today; Cambridge is one of the world's leading centres for science, technology and medicine, and the social sciences are now playing an increasingly important role in understanding the social, political and economic contexts.

The School is, in terms of student numbers, the largest of the six Schools in the University.

Terms of appointment

Tenure and probation

Appointment will be made on a 3-year fixed-term basis in the first instance. 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 36.5 hours per week (full-time), working Monday - Friday.

Pension

You will automatically be enrolled to become a member of CPS (Cambridge University Assistants' Contributory Pension Scheme). For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays.

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.

DBS Check

A DBS check is a requirement of this role. However, commencement of employment is not dependent on the results of the check having been received—appropriate risk minimisation measures will be put in place.

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.

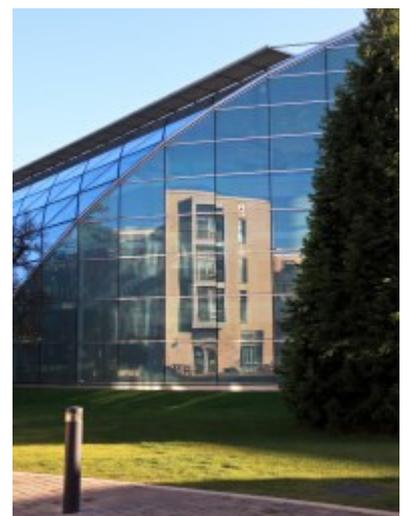
Information if you have a disability

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 hr@law.cam.ac.uk



The University

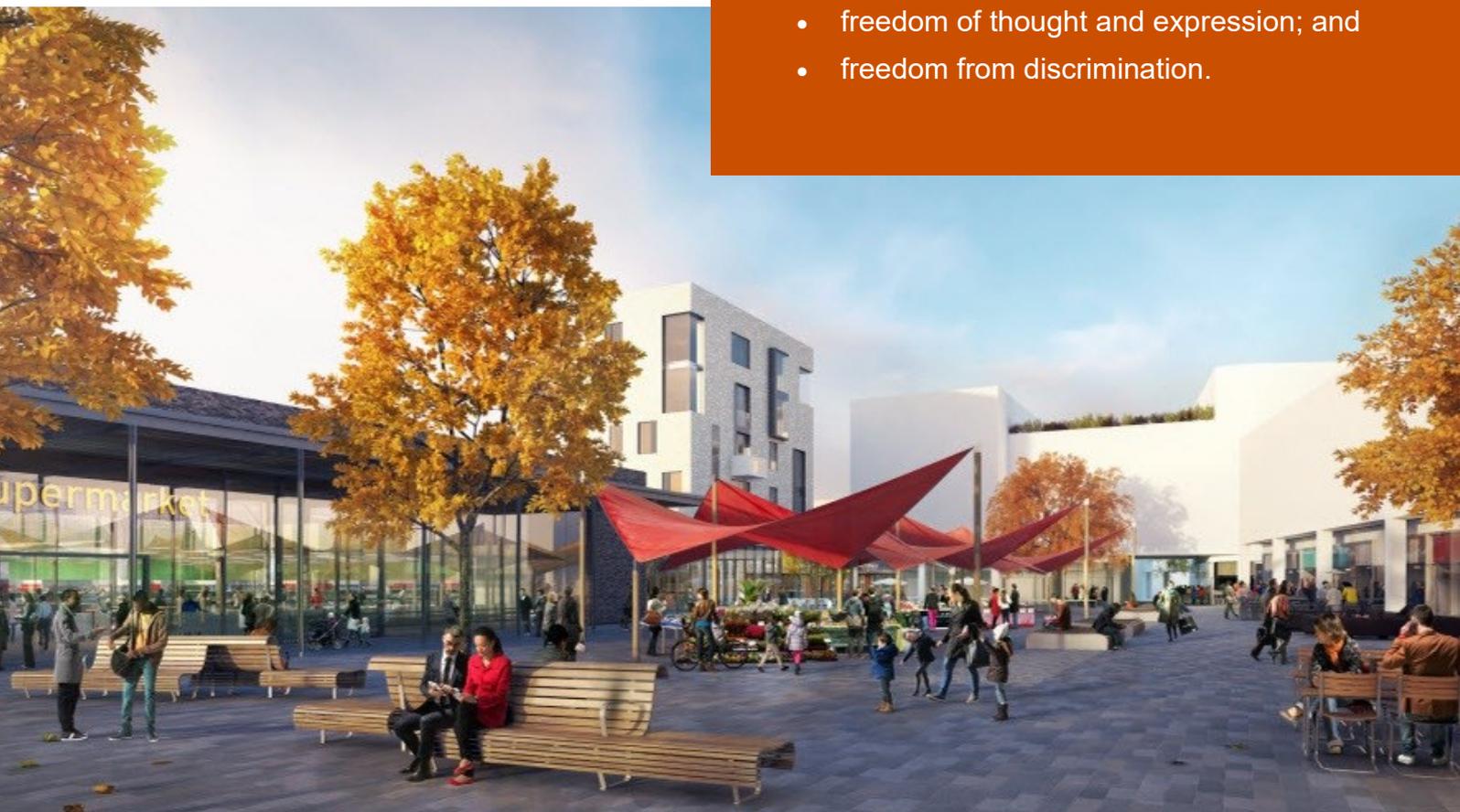
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates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



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances At the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/relocation>. 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. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme 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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk “by clicking Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:
Daniel Bates, Legal Research Training and Communications Specialist. Email: db298@cam.ac.uk or Julie Boucher, Deputy Faculty Manager, Learning & Teaching.
Email: jb234@cam.ac.uk

The closing date for applications is Sunday 22nd June 2025.
Interviews will be held in person in Cambridge on Friday 4th July 2025.