

Employer Engagement Coordinator

Careers Service

Job Reference: DD46353

Closing date: Sunday, 13th July 2025



Employer Engagement Coordinator

Salary:

£30,805-£35,116 pro rata

Contract:

Permanent

Start date:

8th September 2025

Location:

Central Cambridge
Student Services Centre

Faculty / Department:

Careers Service

Responsible to:

Employer & Alumni Engagement
Manager

Working pattern:

Part Time (0.7 FTE)

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

We are recruiting an Employer Engagement Coordinator to act as relationship manager for organisations and employers wishing to recruit or engage with Cambridge students, recent alumni and postdoctoral researchers.

The role holder will manage and develop relationships with employer in the UK and internationally, developing a strong understanding of their needs, building personalised strategies, and gathering labour market information.

The role holder will also proactively seek to build relationships with organisations which will be of interest to our students, alumni and postdoctoral researchers.

We seek a strong networker, who enjoys building and maintaining relationships with a wide range of contacts from across sectors. You will constantly seek to develop innovative new ways to engage, gather and analyse data to make informed decisions, and work collaboratively with team members.

You will also proactively work with the Careers Consultant team to facilitate employer and alumni engagement with the programme of Careers Education, Information, Advice and Guidance (CEIAG).

Employer Engagement Coordinator

Relationship management

- Act as an adviser to new and existing employers, advising them of the most appropriate ways to engage with the Cambridge community
- Convey information to employers about the Careers Service, the characteristics of the Cambridge student and alumni body and relevant information with regards to academic departments and Colleges, with a constant view to increasing the depth and breadth of opportunities
- Collaborate with other members of the Employer Engagement and Careers Service team as well as key university staff across all departments to ensure services are co-ordinated and promoted in the most effective way

Employer outreach

- Proactively network with UK and global employers to ensure that a high profile for Cambridge is created and maintained
- Convert outreach into tangible opportunities for the student, alumni and post doc community
- Work closely with the Head of Employer and Alumni Engagement and Careers Consultant team to identify outreach priorities which are in line with user needs

Product and service development

- Working with the Head of Employer and Alumni Engagement, constantly look to improve existing products and service lines as well as develop new products and services which meet the needs and aspirations of all service users
- In conjunction with the Head of Employer Engagement develop strategies for the marketing and development of the Employer Engagement service
- Be able to develop revenue opportunities whilst at the same time balancing such opportunities with user needs and aspirations
- Project manage a range of careers fairs, events and services from end to end (responsible for organisation, contacting relevant employers and marketing to students)
- Support employers to ensure they gain maximum value from engagement with Handshake
- React appropriately and promptly to requests for information for employers, students and staff
- Ensure that all vacancies and event requests, and payments are processed speedily
- With the rest of the Careers Service team, play a full part in the annual planning cycle



Person specification

	Essential	Desirable
Experience		
Experience of initiating, developing and maintaining customer relationships	✓	
Experience of actively promoting a product or service to a potential customer	✓	
Experience of having followed and created administrative	✓	
Previous experience of working in a client facing role either in Higher Education or recruitment	✓	
Understanding of the graduate and postgraduate labour		✓
Skills		
Experienced user of Microsoft Office and an ability to learn and use new platforms with appropriate training and guidance	✓	
Excellent interpersonal and communication skills with the ability to communicate clearly and effectively across a range of media.	✓	
Experience of having discussed customer needs to establish the best solution available	✓	
Ability to use initiative when addressing a difficult situation or when an immediate solution is not apparent	✓	
Ability to accurately collect, analyse and present data.		✓
Qualifications		
Excellent standard of numeracy and literacy, with English and Maths GCSE or equivalent		✓

The Career Service

The University of Cambridge Careers Service helps undergraduates, postgraduates and postdocs to prepare for their future. Our experienced and impartial team is here to provide support from day one to beyond Cambridge, focusing on exploring options, navigating the complex job market and looking at opportunities for further study.

Our clients are high achievers. They're fiercely bright, driven and focused. So we have to make it clear that the Careers Service is an invaluable resource that should be used to best effect. We recognise that being at Cambridge can be tough, we see Imposter Syndrome all around us and so it's critical that at the Careers Service we are supportive and nurturing.

We offer both in-person and virtual events and careers fairs across many employment sectors. The Careers Consultants offer virtual 1:1 advice and guidance consultations and an extensive programme of briefing and skill sessions.

Our services are delivered via [Handshake](#), an innovative career development platform which also allows users to connect with peers and employers.

28952 users have joined Handshake in the first 22 months of operation.

Users also have 24/7 access to a wide range of [digital tools](#) so that clients can progress their career journey when it suits them.



Student Services Centre



The Careers Service is located in the Student Services Centre, a mixture of new and refurbished buildings on the New Museums site in central Cambridge.

We are alongside other Departments providing key services to students and have access to high quality meeting and event space.

The public facing areas of the Careers Service are in a refurbished Arts Library, providing modern study, interview and meeting space.

The office space has been furnished to a high standard, our staff worked alongside professionals to deliver a functional, pleasant working environment.

Staff follow a hybrid working model, a hot-desking system is in place and staff are well equipped to work from home.

A well equipped common room and a number of break-out spaces provide staff with the opportunity to socialise, eat and take part in well-

being activities organised by the staff themselves. There is an active 'green impact' team engaging staff in sustainable practices and re-cycling initiatives.

The Whale Café offers on site catering and seating both outside and indoors.

The Centre has covered, secure, cycle parking together with showers and drying rooms. This makes cycling a practical commuting option for many staff.



Terms of appointment

Tenure and probation

The appointment will be made on a permanent basis. Appointments 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 25.55 hours per week, working Monday – Friday.

Conversations about flexible working are encouraged at the University of Cambridge.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For [Pensions](#) for further information.

Annual leave

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

For 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.

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. See [Information for disabled applicants](#).

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
sssjobs@admin.cam.ac.uk.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and



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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

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

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.

"Through its outstanding education, research and innovation, the University of Cambridge has made - and continues to make - a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff, committed to supporting and enhancing the University's mission to contribute to society."

Professor Deborah Prentice,
Vice Chancellor, 2023



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

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'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.



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/RelocationService/>. 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.



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 26 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 are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

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.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility 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:

Eliza Welsford – eaw79@cam.ac.uk

If you have any queries regarding the application process, please contact
sscjobs@admin.cam.ac.uk

The closing date for applications is: Sunday, 13th July

The interview date for the role is: Thursday, 24th July 2025

