

**JOB TITLE: ADMINISTRATIVE ASSISTANT - CAMBRIDGE SOCIAL VENTURES**

**REPORTS TO: EXECUTIVE DIRECTOR**

#### Background

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Established in 2015 and funded by Sir Harvey McGrath, Cambridge Social Ventures (CSV) is a core element of the Cambridge Centre for Social Innovation (CCSI) at Cambridge Judge Business School. CSV supports a wide range of social entrepreneurs to start, grow and scale businesses that have positive social impacts. Over the last five years we have directly supported more than 800 social entrepreneurs from across the world – from fashion to farming, prosthetics to prisons. This practical support is rooted in the team’s deep experience in the social sector, starting and growing organisations that make a real-world impact.

CSV is integral to the ‘think, teach, do’ cycle of research translation in the Cambridge Centre for Social Innovation. Cambridge research informs our engagement with social entrepreneurs, allowing us to offer evidence-based training and support. And in turn, our work provides experiential learning opportunities to students and a pool of social innovators for research.

CSV currently offers a range of programmes throughout the year including Social Venture Weekends, CSV incubator programme, short workshops, the Cambridge Social Innovation Prize (awarded by the Cambridge Centre for Social Innovation and Trinity Hall), a new initiative targeting students, and outreach programmes. CSV contributes extensively to the teaching of the MSt Social Innovation as well as contributing to Cambridge MBA and other activities at the Business School.

#### The role

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The Administrative Assistant provides administrative support for the successful delivery of CSV’s programmes as a member of a small, dynamic team which includes social business specialists, and the CCSI Executive Director. The role holder provides frontline services handling direct communications with existing and potential participants in CSV’s programmes, as well as with other stakeholders.

The role holder contributes to the delivery of the strategy of CSV and the broader Cambridge Centre for Social Innovation.

#### **Main responsibilities**

- Act as first point of contact for enquiries regarding CSV programmes and events.
- Provide general and specific information about CSV programmes. Respond to enquiries, which may be detailed and/or non-routine in nature. Prepare and send out relevant materials to potential participants and registrants.

- Provide administrative support for the delivery of CSV programmes. For example, receive and process applications, registration forms and payments; organise interviews for incubator applicants; communicate with successful incubator applicants and others to prepare and process documentation. Advise on venues, book rooms, order catering, etc.
- Welcome and support guest lecturers, visiting fellows and other guests. Collect related data (eg expenditures, event or meeting attendance, testimonials and feedback, prepare summary reports on events and programmes).
- Process invoices and orders, adding suppliers onto the Finance System, taking into account financial regulations and other relevant regulations. Assist in monitoring resources eg finance/grants expenditure against budgets.
- Assist in the implementation of CSV marketing plans: maintenance of promotional materials including writing social media posts and maintaining social media accounts and under the direction of the Executive Director.
- Carry out general administration duties eg file, photocopy, incoming and outgoing mail, collate letters and documents for mailing. Maintain records and update information sources, contribute to the planning and co-ordination of tasks.
- Update associated spreadsheets and/or databases, provide statistics or standard reports.
- Provide an administrative service within the Centre, for senior staff. Diary management, make travel arrangements, book accommodation, respond to enquiries and refer others as appropriate, monitor emails, draft non-routine correspondence, take minutes/notes at meetings and committees.

#### The person

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The ideal candidate should have the following qualities, skills, and attributes:

- Educated to at least A level standard or equivalent standard/NVQ level 3, or equivalent level of practical experience.
- Previous administrative experience, ideally in higher education.
- Experience of working effectively within a small team and a proactive team player.
- Strong organisational skills and attention to detail with the ability to prioritise workload and work independently.
- Excellent communication skills, both written and verbal.
- Excellent interpersonal skills with ability to communicate with a variety of stakeholders and to build strong working relationships.
- Ability to work under pressure and meet deadlines. A flexible attitude and the ability to prioritise a diverse workload and manage conflicting deadlines.
- Ability and willingness to learn new skills quickly.
- Competent in standard software packages eg Word, Excel and Outlook.
- Ability to demonstrate knowledge of facts, principles, processes and general concepts related to administration.
- Ability to learn/use systems as required in support of role responsibilities, eg Qualtrics, Slack, Dropbox, Miro, Dynamics, and other bespoke systems.

- Attendance at periodic evening and weekend events.

## Benefits

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This is a part-time position working 15 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range of £26,942 - £30,805 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression within the Grade. In the majority of cases, appointments will be made at the Grade minimum; only in very specific, exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities, and we offer various types of family-friendly leave to aid employees' work-life balance. In addition, we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

## Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register for an account (if you have not already) and log in before completing the online application form.

### **The closing date for applications is 18 August 2025.**

Applicants are required to provide details of two referees. Typically, referees will not be contacted until an offer has been made. In exceptional circumstances, we may need to contact your referees at an earlier stage of the recruitment process; however, this will only be done with your prior consent.

## Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race,

ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network.

#### Information if you have a disability

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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 [www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within](http://www.hr.admin.cam.ac.uk/policies-procedures/disabled-applicants-and-members-staff/support-services-available-within).

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 [hrsupport@jbs.cam.ac.uk](mailto:hrsupport@jbs.cam.ac.uk).