Candidate Pack
PA to Bursar & Operations and Estates Director
Lucy Cavendish College is a trailblazer in Cambridge University. From the beginning, we have opened the Cambridge door to exceptional students from under-represented and historically excluded backgrounds. And not only admitted these students but made sure that they thrive at Cambridge, fulfilling their academic potential and developing their personal and professional skills. Always outward-facing, Lucy Cavendish looks for students who have an enterprising mindset and who are determined to make a positive contribution to society. We take risks on unconventional applicants who, because of their background and not in spite of it, have the experiences to challenge taken-for-granted assumptions, to contribute new ways of thinking to complex problems, and to ensure that innovative solutions are likely to succeed. And our senior researchers are selected because they are working in an interdisciplinary way on aspects of the ‘grand challenges’ confronting humankind and our planet.

We are the most diverse College in Cambridge. Our aim is to be broadly representative of UK society and to increase the proportion of our international students who come from low-income backgrounds. We are well on our way to achieving these ambitions. Our UK undergraduate intake is now typically 90+% from state schools and 30+% from areas that rank in the lowest two categories of the government index of multiple deprivation. 40+% of our UK students self-identify as non-white and more than half of those who do identify as white come from unskilled or semi-skilled families. Overall, one in four is the first in family to go to university. The grades with which they enter always meet or exceed those required by the University.

Meanwhile, our international students come from 80+ countries and, through successful fund-raising, we are gradually increasing the number from less developed countries or from low-income/under-represented backgrounds in more developed countries. The majority of our graduate students are studying for a Masters degree and while some go on to exciting PhDs and wonderful academic careers, the majority graduate into employment. Over the last ten years, 50% of our alumni have gained leadership positions in organisations of all kinds that are addressing the UN Sustainable Development Goals.

So if this kind of environment speaks to your values, and if our mission excites you, please read on! Our students are amazing and our staff are committed and very loyal. Together we seek to build a friendly culture which is supportive of all, develops talent, and brings out the best in each of us.

Prof. Dame Madeleine Atkins
President of Lucy Cavendish College
The College wishes to recruit an experienced Personal Assistant to provide professional and effective support to the Bursar and the Operations and Estates Director. The post-holder will be required to be a courteous first point of contact for the team, be responsible for diary management, organising meetings, taking minutes and maintaining records and databases.

In this exciting new role, you will work autonomously and collaboratively to support crucial functions at the College. With previous experience of assisting and supporting at executive level within an organisation, you will have excellent communication, organisational and IT skills and demonstrate the highest levels of discretion and diplomacy as well as a friendly and professional manner.

Although it is anticipated the role will be full time, we will consider part time applications. Some home working can be considered if helpful after an initial training period.

For more information, please see the accompanying job description and person specification available to view on our website here.
Applying to work at Lucy was such a smooth process – details about the vacancy and how to apply were clear and accessible, and I was encouraged to contact the team with any questions or informal queries throughout. I was delighted to be offered the job, and from my first day here, everyone was so friendly, welcoming, and eager to bring my skills and ideas to the table. It’s been a privilege to be able to support the College and working in a fast-growing and innovative environment has given me lots of exciting professional opportunities.

Hayley,
Outreach Officer

I feel so lucky to work at Lucy Cavendish College. The College is very friendly, and everyone I met was great to get along and work with. It’s also a great place for a full time working mum because of the College’s hybrid working and flexible working hours. The Finance Office is a wonderful team to work with. My manager is very supportive, and always available to assist me with issues where my knowledge lacked. There is also very healthy and delicious free lunch provided when working in the College.

Van,
Finance Assistant

Soon after applying to Lucy, the HR team were in touch with clear and concise instructions on the next steps. The interview was a perfect opportunity to explore whether the college was a good fit for me. In short, it was! People couldn’t have been more welcoming and friendly, and it didn’t take long to become enthused by everyone’s passion for the College’s bold mission to create a positive impact. Lucy is a really special place - not just a place to work, but a place to grow as part of a nurturing and highly-driven community.

Tom,
Deputy Development Director
Hear from our students

Lucy Cavendish is a very friendly, welcoming environment. The support is amazing, especially during times you need it the most. Everyone at the College wants the best for those who are here, and will do anything they can to help make your time here run as smoothly as possible.

Kiera,
History

Even after just one term at Lucy Cavendish, I have thoroughly enjoyed my studies and have benefited enormously from the vast range of support available within the college and wider university.

Roman,
Modern and Medieval Languages

The welcoming community including the friendly porters and ‘Lucians’ make our College incredibly unique. Our College supports each of its students to make the most of every opportunity, making Cambridge a memorable experience. Lucy has become my home away from home.

Preksha,
Psychological and Behavioural Sciences
Benefits

At Lucy Cavendish College we provide a range of benefits to our Staff including:

- 33 days holiday (pro rata for part time)
- Free meals on shift
- A 6% employer contributory pension scheme
- Free Car parking
- Life assurance x3 salary
- A health cash back scheme
- Cycle to work scheme

Application Process

To apply for this role, please visit our application website here.

Closing date for applications is 9am, Monday 17 July 2023

Interviews will be held W/C 24 July 2023

Please ensure your application demonstrates how you meet the essential requirements of the Person Specification for the role.

“Feel free to send us an email if you have any questions”

Alison  
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