Executive Assistant to the Master
Job Description

Department: The Master’s Office & College Registry
Responsible to: The Master
Location: St Catharine’s College, Cambridge
Hours of work: 37.5 hours per week, Monday to Friday. Flexible working arrangements including part time (approx. 80%) and 1-2 days per week remote working may be considered
Contract type: Permanent
Salary range: £35,000 - £40,000 FTE depending on experience

Purpose of the role
The Executive Assistant manages the Master’s Office to ensure confidential, professional administrative and organisational support to the Master. The Executive Assistant provides a highly visible interface between the Master, Fellows, members of staff, students and external contacts, enabling information to flow effectively between different parts of College and acts as a first point of contact for the Master’s Office. The role holder will support and work in tandem with (providing cover when required), the College Registrar, who supports the work of the Governing Body and committees via record keeping and administration.

Working collaboratively with the Master as well as other individuals and teams, the postholder will deliver a high quality administrative service in support of the governance of the College, including supporting the President where required. The postholder will work closely with Executive Assistants and administrators in the Bursar’s, Operations, Development and Tutorial departments. It is essential for the postholder to maintain a high level of tact, confidentiality and diplomacy, to use initiative and judgement to anticipate requirements and priorities.

Main responsibilities and duties:

Administrative and organisational support to the Master
• Organises and co-ordinates the Master’s College workload including:
  ❖ manages the diary on behalf of, and in consultation with, the Master.
  ❖ liaises with College departments and the wider collegiate University for meetings and events which the Master attends as Head of House.
• Provides a proactive administrative support to the Master’s work within the College, in particular:
  ❖ Manages the Master’s professional communications, correspondence, and diary requests, prioritising actions to be taken, answering routine and some other matters on behalf of the Master, and identifying matters that should be forwarded to relevant colleagues.
  ❖ Coordinates and prepares meeting papers and takes minutes as required.
  ❖ Supports the Master in specific College-related projects and activities, liaising with individuals, departments and committees, and collating relevant materials, including travel itineraries, briefing documents, and other documentation.
  ❖ Coordinates the Master’s attendance at College and external events (for example, liaising with relevant persons on dress code, and speeches/other responsibilities).
  ❖ Keeps a schedule of reminders for recurring tasks and provides proactive updates to the Master for the upcoming activities, including maintaining a list of actions falling to the Master from committee and regular meetings, through reviewing the draft minutes.
• Supports the Master and Operations Director to ensure Fellows’ room assignments are appropriately considered.
• Supports the Master in being prepared for committees and acts as secretary to committees where required.
• Liaises with the Alumni & Development Office to arrange the Master’s travel on College business, meetings and correspondence with alumni.
• Oversees the Master’s College budgets and expenses, liaising between the Finance Office and the Master.
• Coordinates access to the Master’s Lodge and garden for maintenance and events.

Support to College Registry
• Works with the Fellows’ database and other office applications to provide relevant information for College officers and staff members regarding Fellowship and related matters.
• Supports maintenance of the Fellows’ Handbook, Fellows’ benefits matrix, the College calendar on the College website and College mailing lists.
• If needed, liaises with University personnel regarding Fellowship information and ensures academic elections and appointments are sent to the University Reporter in a timely manner.
• Supports arrangements for incoming and outgoing Fellows and other academic persons, including:
  • liaising with College teams to ensure that induction, HR, payroll, IT, catering, website and other processes are completed.
  • informing new and departing Fellows and other academic persons of their privileges.

Other responsibilities include:
• Attending Heads of Department meetings to ensure efficient information exchange.
• Ensuring that the Master’s Office and College Registry complies with internal and external regulations, for example, GDPR and the Health & Safety Policy.
• Where appropriate, travelling with the Master on business to assist with meetings and events.
• Carrying out any other duties that are within the scope, spirit and purpose of the post, and as requested by the Master, or other Senior College Officers.

The above is not an exhaustive list of duties. This job description may be subject to change, following consultation between the postholder and line manager. The postholder may be required to take on different tasks commensurate with the level of position and work collaboratively to support the overall work and aims of the College.
Person Specification

Essential criteria:

Qualifications and experience
- Degree holder, or equivalent experience
- Experience in a senior administrative role
- Experience of governance matters/administration
- Outstanding IT skills
- Extensive experience of committee administration

Knowledge, skills and abilities
- Excellent communications and interpersonal skills, confident to liaise with people at all levels
- Effective time management and a high standard of organisational ability
- Impeccable spelling, grammar, and accuracy; attention to detail
- Able to observe and maintain confidentiality

Personal and professional attributes
- Self-motivated, able to use own initiative
- Positive and professional attitude
- Deal with matters with utmost tact, discretion, and integrity
- Desire to deliver a first-class administrative service
- Willingness to work flexibly to meet the demands of the role