



Clare College Job Description

Job Title: Executive Assistant to the Master and Manager of the Master's Lodge
Reports to: The Master
Salary: £38,000 - £43,000 p.a (FTE).

Purpose of the Job: To ensure the smooth running of the Master's Office and the Master's Lodge; to run events in the Lodge for the community and for the College's principal guests; to support the Master by providing strong administrative support relating to the Fellowship and in ensuring sensitive and timely communication between the Master, individual Fellows and other members of College and between the Master and other key postholders in the collegiate University.

Main Duties:

* Management of the Master's Lodge and Hospitality

- Managing the Annual Budget for the Master's Lodge
- Managing procurement through the iDocs system
- Booking and overseeing all hospitality arrangements for dinners, drinks receptions and meetings
- Arranging Events e.g. recitals, talks (including liaison with speakers and performers)
- Overseeing the day to day cleaning by Housekeeping staff of the public parts of the Lodge
- Liaison with maintenance, hospitality, support services and housekeeping;
- supervising Lodge access, including in the family areas if needed
- Arranging accommodation and hospitality for the Master's College guests
- Ensuring diary and Lodge co-ordination with the Master's spouse
- Liaison with Fitzwilliam Museum over Master's Lodge pictures

* Management of the Master's Office and Fellowship administration

- Diary management and complex meeting arrangements
- Preparing papers and briefing for College and Colleges Committee meetings and events
- Correspondence management and drafting
- Invitation management
- Working closely with the College Office and the Head of Governance in relation to the Fellowship and governance matters
- Document safe-keeping, maintaining filing systems

- Arrange appraisals for CTOs and College Officers; arrange contribution meetings with all GB Fellows
- Co-ordinate recruitment process of Fellows in roles reporting to Master
- Co-ordinating the Fellowship admission process, in liaison with the Dean and Director of Music
- Managing correspondence with and welcome arrangements for newly elected Fellows, CRAs and Lector/Lectrice
- Liaison with all College departments regarding new Fellows and CRAs and departing Fellows and CRAs
- JRF administration – letters to successful candidates
- Provide administrative support to the SCR Committee
- Maintaining Fellows' records, including Leave, and Fellows and CRAs up to date email lists
- Termly updates for Fellowship and CRA pages on the College website
- Gathering input for the annual report to the Fellowship
- Notices for the Reporter – deaths, memorial services etc.
- Contact point for sister Colleges' Reciprocal agreement
- Hon Degree Liaison with the Old Schools
- Attending HODs meetings
- Liaison with Development office re alumni relations and travel plans
- Arranging and booking travel
- Dealing with the payment of expenses
- Helping to prepare for Graduation
- Arranging for Christmas Cards to be ordered and sent as directed by the Master
- Redirecting general enquiries
- Liaison and diary management relating to the Master's external duties, e.g. with Colleges Committee
- Other duties as may be necessary to support the Master in the role, including in temporary support of other areas at the Master's request

Person Specification

Essential skills and experience

- Educated to at least A level standard
- Excellent organisational skills
- Proficient in Microsoft Office, Excel, Outlook, Teams and Zoom
- Able to communicate effectively with staff and members from all parts of the College, comfortable with VIP Guests, academic and otherwise
- Capable of large-scale formal and informal event management and small scale, high level hospitality
- Ability to work on own initiative and as a reliably collaborative member of a team
- Ability to work with tact and diplomacy on sensitive matters and maintain discretion and confidentiality
- Willingness to carry out a wide variety of tasks and learn new skills
- Able to draft reports and correspondence on the Master's behalf
- Flexible and calm under pressure

Desirable skills and experience

- Educated to degree level
- HR knowledge an advantage
- Familiarity with the Raiser's Edge system
- Knowledge of the collegiate environment
- Higher education experience
- Charity governance experience
- Experience of very close working with a head of institution and immediate family
- Experience of official residence management for a head of institution