



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 provide personal support to the Master. This includes administrative support relating to the Fellowship and in ensuring sensitive and timely communication between the Master, individual Fellows and other members of the College and between the Master and other key postholders in the collegiality University.

To welcome College guests to the Master's Lodge, providing and arranging hospitality as required and organising the Master's events for the community and for the College's principal guests.

To ensure the smooth running of the Lodge, including by arranging access for the provision of all services to the Lodge so that it is kept in good order and room arrangements tailored to specific events.

The core working hours would include 9 am to 4.30 pm with flexibility either side of these times. Full time working hours are 36.25 per week (Monday to Friday).

This role is not suitable for a hybrid working arrangement when the Master is in residence in the Lodge, which includes term-time and parts of the vacation (about 42 weeks of the year). Holidays are to be taken outside term-time. A candidate wishing to work part-time when the Master is not in residence will also be considered, with stipend adjusted accordingly. Any such working arrangement would need to be agreed in advance with the Master.

**Main Duties:**

\* **Management of the Master's Office**

- Diary management and complex meeting arrangements
- Preparing papers and briefing for the Master's meetings and engagements, including 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
- Provide administrative support to the SCR Committee
- Contact point for sister Colleges' reciprocal agreement
- Hon Degree Liaison with the Old Schools

- Attending HODs meetings
- Liaison with Development office re alumni relations, donor interactions 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 or answering general enquiries
- Liaison and diary management relating to the Master's external duties, e.g. with Colleges Committee

#### **\*Fellowship administration**

- Arrange appraisals for CTOs and College Officers; arrange contribution meetings with GB Fellows
- Co-ordinate recruitment process of Fellows in roles reporting to Master
- Co-ordinating the Fellowship admission ceremony, in liaison with the Dean and Director of Music
- Managing correspondence with and welcome arrangements for newly elected Honorary Fellows, Fellows, Bye-Fellows, CRAs and Principal Supervisors.
- Liaison with all College departments regarding new Fellows and CRAs and departing Fellows and CRAs
- JRF administration – letters to successful candidates, induction arrangements and safe-keeping of College-department agreements
- Maintaining Fellows' records, including home addresses, next of kin, contact details, date of birth, Leave papers and email lists for Fellows and CRAs
- Keeping the College website updated: Fellowship and CRA pages
- Gathering input for the annual report to the Fellowship
- Notices for the Reporter – election of Fellows, deaths, memorial services etc.
- 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

#### **\* 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
- Providing hospitality including refreshments for Lodge visitors
- 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 for furniture and furnishings to be maintained, repaired and updated where necessary
- 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

## Person Specification

### Essential skills and experience

- Educated to at least A level standard
- Excellent organisational skills
- Strong judgment about what needs to be escalated and what can be resolved without escalation
- 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
- 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