Job Description	
Job title	Master's Lodge Administrator
Department	Master's Office
Reports to (Position Title)	Executive Assistant to the Master & Registrary

This document outlines the output and key accountabilities required of the post holder, as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Purpose of the role
To assist the Executive Assistant to the Master & Registrary and the Master's Housekeeper with events and operational visits taking place in the Master's Lodge. Helping with general Master's Office tasks as required.

Background information	
Based at	Gonville and Caius College, Trinity Street, Cambridge CB2 1TA
Hours of work	Monday to Friday, 20 hours per week; some flexibility as long as 3.00 – 5.00pm is covered each weekday. Some evening work will be required to welcome guests to events.
Contract type	Part- time; Permanent
FTE	0.53
Qualifications	5 GCSEs or equivalent
Key skills	• Good communication and customer services skills. • Excellent organisation and great attention to detail. • Reliability and dependability. • Ability to work in a methodical and timely fashion to meet deadlines. • Ability to work calmly under pressure, and as part of a team. • Willingness to be adaptable and flexible. • Initiative and self-discipline. • Good IT skills particularly in the use of Microsoft Office.
Work experience	Some experience in an administrative support role and of administering events.
Budget responsibilities	To follow routine processes for ordering catering and using budget codes.

Main duties and Responsibilities	Time / Frequency
• Making the administrative arrangements for College events hosted by the Master and President including but not restricted to: the Caius Termly Forum, Domestic Evening, President's Autumn & Summer Parties, Fellows' Guest Nights, the Master's Christmas Drinks, the Children's Christmas Party, Long Service Events, and assisting the Fellowship Administrator with the Branthwaite Feast, as required.	As required
• Organising ad hoc breakfast, brunch, coffee, lunch, tea & cakes, pre-dinner, dinner or post dinner arrangements.	As required
• Liaising with Caius colleagues and/or the Master's contacts using the Master's Lodge for events with the Master's permission.	As required
• Organising external caterers if needed on occasions when the Kitchens are already at full capacity.	As required
Depending on the event, this will include some/all the following: • Liaising with the Master's Executive Assistant, Conference Office, Development, Tutorial or Bursarial offices, Fellows and guests regarding dates and availability; • Circulating invitations with accurate details; • Generating attendee lists, including dietary and mobility/access requirements. • Liaising with the Conference Office, Head of Catering and Fellows' Butler on the menu and wine list; • Coordinating with the Master's Housekeeper and Outside Porters on event set up and any overnight accommodation needed; • Creation of seating plans, place names, name badges, as required; • Attending pre-meetings with College staff and Fellows or externals as appropriate; • Welcoming guests as appropriate; • Sending follow up thank you messages and/or photographs on behalf of the Master. (The delivery of events is carried out by the Conference and Catering functions.)	As required
• Preparing circulars to the Fellowship regarding the start of term arrangements or details of key events or changes to usual routines.	As required
• In the absence of the Master's Housekeeper, being the first point of contact for general enquiries (usually from the Porters, Housekeeping, Maintenance and Contractors) in entering the Master's Lodge and Gardens – to enable deliveries, works and surveys to be supervised.	As required
• Assisting with general enquiries to the Master's Office.	As required
• Assisting with other general Master's Office administrative tasks in relation to the Date Card, College Calendar, list of Committees, Fellows' accommodation, mailings and Fellowship records.	As required
• General administration including maintenance of records, photocopying, filing, referencing and other clerical/secretarial duties associated with all the above tasks.	As required
• Covering for other members of the Master's Office during any times of holiday or sick leave absence.	As required
• Any other duties and responsibilities as may from time to time be requested by the Master (or other College Officer with the Master's prior approval).	As required

FURTHER REQUIREMENTS & INFORMATION RELEVANT TO THE ROLE

Training requirements	Atlas ID	Duration	Yes	No
Anti-Bribery	113	29	x	
Bullying & Harassment for Employees	108	28	x	
Cyber Security Awareness	6428	39	X	
Display Screen Equipment	2571	32	X	
Equality, Diversity & Inclusion	3874	60	x	
Essential Health and Safety Training	2227	49	x	
Fire Awareness	415	39	x	
GDPR UK: Essentials	3627	38	x	
Manual Handling	471	35	X	
Sexual Harassment Awareness	498	23	X	

Team Responsibilities

- Participate in team meetings when required.
- Share ideas for improvements.
- Help other employees when you have spare capacity or time.
- Help cover staffing shortfalls when required.
- Help to keep the department calm by working well and showing consideration for others.

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.

Health and Safety

All employees must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Continuous Professional Development

Caius is supportive of continuous professional development and opportunity for training and development will be provided.

Gonville & Caius

Person Specification

Job title	Master's Lodge Administrator
Department	Master's Office
Reports to	Executive Assistant to Master & Registrary

	Criteria	E = Essential/ D = Desirable	Assessment Method: A - Application I - Interview T - Test
Qualifications and training	• 5 GCSEs or equivalent.	D	A
	• Good IT skills particularly in the use of Microsoft Office.	D	A,T
	• Some experience in administering events.	D	A,I
	• Some experience in general administration.	D	A,I
Knowledge, skills and proven abilities	• Ability to organise time and workload effectively.	D	A,I
	• Ability to work independently and as part of a team.	D	A,I
	• Ability to liaise cross-departmentally.	D	A,I
	• Strong communication skills and a good command of the English language.	D	A,I
Behaviours	• Positive and professional attitude.	E	A, I
	• Able to maintain confidentiality.	E	A, I
	• Excellent organisation and great attention to detail.	E	A, I
	• Good communication and customer services skills.	E	A, I
	• Good problem solving and resourcefulness.	E	A, I
	• Reliability and dependability.	E	A, I
	• Ability to work in a methodical and timely fashion to meet deadlines.	E	A, I
	• Ability to work calmly under pressure, and as part of a team.	E	A, I
	• Willingness to be adaptable and flexible to meet the needs of the role.	E	A, I
	• Initiative and self-discipline.	E	A, I
	• Ability to embrace change and learn new skills.	E	A, I

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