



ASSISTANT PROGRAMME DIRECTOR (TUTORIAL PROGRAMME)

Job Description

Reporting to:	Tutorial Programme Director
Salary:	£33,314 - £37,474 FTE (pro rata) per annum depending on qualifications and experience.
Hours:	0.2 FTE (7.5 hours per week), in the first instance.
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata).
Location:	Faraday Institute, Madingley Road, Cambridge CB3 0UB.

Who we are:

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

The position:

This is a new post for an early career post-doctoral academic who can provide complementary academic knowledge, educational experience and marketing skills to our existing team at The Faraday Institute responsible for delivering a Programme of Tutorial Courses for international visiting students. Our established Tutorial Programme currently admits visiting students from Hong Kong universities on 1-year and 1-semester tutorial courses, and partnerships are already in place with a number of universities in other regions of the world. The post-holder will assist the Tutorial Programme Director, Dr Pui Him Ip, to develop and implement strategies for expanding our Tutorial Programme, and in particular to provide support for students from the USA. The successful applicant will play an instrumental role in developing our growing Tutorial Programme at The Faraday Institute.

This post is initially 7.5 hours per week (0.2 FTE), with the hope that the role will expand, dependent on successful recruitment of visiting students. It is envisaged that should the recruitment round for the 2023-24 academic year be successful, the post could become up to 0.5 FTE after the initial six-month probationary period. The post-holder would also be encouraged and supported to apply for external research funding and/or additional teaching appointments, to create a full-time post.

Key responsibilities:

Programme Development

- Assist the Tutorial Programme Director in developing strategic institutional partnerships to expand our programme of 1-semester and 1-year tutorial courses for visiting international students, particularly from the USA.
- Assist the Programme Director to design a tailor-made Cambridge student experience for US visiting students on our 1-semester tutorial courses.
- Assist the Programme Director to develop a curriculum for a 1-semester tutorial course suitable and attractive for international students majoring in a health-related area of study (e.g. medicine, nursing or medical humanities).
- Travel to the USA on short trips to meet key institutional partners.
- Take a lead in strengthening our existing partnerships with the Faculties of Divinity, Philosophy, and History and Philosophy of Science at the University of Cambridge.
- Work with the Tutorial Programme Director, Course Coordinator, and the Head of Communications to develop and implement a marketing strategy for all our tutorial courses, including an appropriate social media presence and creation of a consistent brand identity for our publicity materials.

Academic Administration

- Assist the Tutorial Programme Director to expand our existing network of tutors, and work with the Course Coordinator to recruit and schedule tutors for each course module.
- Assist the Programme Director to conduct a thorough review of the academic curriculum for our 1-semester and 1-year tutorial courses.
- Assist the Programme Director to conduct assessment and maintain a consistent standard for all tutorial courses, in dialogue with the partner accrediting institutions.

Teaching

- Contribute a minimum of 10-hours of teaching per semester.

What we are looking for:

Essential

- A PhD degree in a discipline relevant to the work of The Faraday Institute (e.g. Science, Theology or Philosophy).
- Experience of working in a Collegiate University such as Oxford or Cambridge where teaching is primarily in the context of small group tutorials or supervisions.
- Demonstrable knowledge of the higher education system in the USA.
- Personal experience of higher education in the USA.
- Experience of planning and managing academic courses in a higher education setting.
- Personal network within key Faculties (e.g. Theology, Philosophy or History and Philosophy of Science) at the University of Cambridge and other leading British universities.
- Proven experience of developing publicity and branding in a higher education context.
- Exceptional organisational skills and attention to detail.
- Ability to prioritise and be proactive, acting on own initiative where needed.
- Excellent inter-personal skills.
- Team player with excellent communication skills in English, both oral and written.
- Excellent IT skills.
- The applicant will be in agreement with the Christian ethos and aims of the Faraday Institute and is expected to take a full part in the Institute's activities.
- Right to work in United Kingdom. Anyone without the right to work will not be

considered for this role.

Desirable

- Experience working with study abroad programs in a higher education setting.
- A degree or research profile in a health-related area.
- Knowledge and/or experience of the educational landscape in one or more countries besides the USA and the UK.

Applications to be sent to admin@faraday.cam.ac.uk and should include a CV naming two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position.

For queries, contact admin@faraday.cam.ac.uk.

Applications will be accepted until 19th March 2023. We expect to interview soon afterwards.

www.faraday.cam.ac.uk

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