



## **FARADAY INSTITUTE ADMINISTRATOR**

### **Job Description**

Reporting to:	Director/Associate Director
Salary:	£28,759 - £32,323 FTE (pro rata) per annum depending on experience
Hours:	Up to 0.6 FTE (22.5 hours per week) in the first instance
Contract:	Permanent (subject to 6-month probation period)
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 Administrator plays a key role in ensuring the smooth running of the Institute's administrative processes and thus contributes to the successful running of all our programmes. As a small staff team we all play a part in institute activities and events.

#### **Job Description:**

##### **Office**

- Receive external enquiries from the public
- Order equipment and consumables
- Make travel and hotel bookings as required
- Maintain good relations with The Woolf Institute, Westminster College and the Cambridge Theological Federation
- Liaise with The Woolf Institute over maintenance services, cleaning and decorating
- Act as PA for Directors
- Manage institute calendar, assist in scheduling of meetings and room bookings
- Produce and/or proofread documents and letters
- Supervise casual, volunteer or work experience personnel

##### **Personnel & Policy Management**

- Manage the recruitment process for new staff
- Prepare staff contracts in liaison with HR provider and Directors
- Induct new staff
- Maintain holiday and sickness records
- Manage H&S processes and procedures
- Maintain and manage updates of staff policies

- Manage renewals of insurance policies and contracts
- Liaise with the Finance Manager on salaries, contracts and overtime/TOIL
- Develop new policies as needed for Director approval
- Liaise with HR provider in regard to HR legislation updates
- Manage IT and library licences and permissions
- Manage GDPR compliance and training
- Manage referencing and tenancy agreements for student house

### **Bookstall and Events**

- Maintain stocks of Faraday author books
- Run the bookstall at various events, including administration of the iZettle account
- Participate in and support smooth running of events for a variety audiences

### **What we ask:**

#### **Essential**

- Previous administrative / PA experience
- Integrity, responsibility and discretion
- Excellent organisational skills
- Ability to work with accuracy and attention to detail
- Ability to create a welcoming working office environment
- Excellent communication and interpersonal skills; in person, on the phone, in virtual meetings and via email; internally with staff and externally with a variety of people
- Good time management, flexibility and ability to prioritise a varied and changing workload
- Strong writing skills; ability to produce and maintain professional documents, policies and written records, including accurate note-taking in meetings
- Highly competent in use of Microsoft Office (Word, Excel, Outlook, PowerPoint) including SharePoint and OneDrive
- Agreement with the aims and ethos of The Faraday Institute

#### **Desirable**

- Previous experience in a relevant job involving HR, H&S, GDPR and policy management
- Interest in science and religion
- Ability to update website information
- Previous experience of working in an education environment

Applications to be sent to [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk) and should include a CV naming at least two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position. Candidates must have the right to work in the United Kingdom. For queries, contact [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk).

Applications will be considered on a rolling basis until the position is filled. The first round of interviews is expected to take place in mid-June 2023. The preferred start date is 31<sup>st</sup> July 2023, but an alternative start date can be considered.

[www.faraday.cam.ac.uk](http://www.faraday.cam.ac.uk)

Tel: (+44) 1223 748 888 E-mail: [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk)  
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