

Administrative Assistant (fixed-term, 60% FTE)

Background

The Cambridge Philosophical Society was founded in 1819 as a private society to promote scientific enquiry. The title of the Society refers to 'philosophy' in its older meaning of 'natural philosophy' as a broad term that included what we know today as sciences (e.g. chemistry, zoology etc). The remit of the Society is to promote research in all branches of science and to encourage the communication of the results of scientific research.

The Society continues its work as an independent, charitable and learned society through the publication of two journals *Biological Reviews* and *Mathematical Proceedings*, an annual programme of public lectures and events and by supporting postgraduate students and early career researchers through grants, studentships and fellowships. The Society is proud of its strong and historically intrinsic links with the University of Cambridge.

The Role

To support our changing operations, we are seeking a skilled Administrative Assistant. Under the supervision and guidance of the Society's Executive Secretary, the role-holder will provide essential administrative and secretarial support to facilitate various activities within the Society's remit.

Key responsibilities include:

- supporting the Society's journal, *Mathematical Proceedings*, during its transition to a new manuscript submission system (handling enquiries from authors, maintaining records of manuscript progress through all stages from submission to publication, liaising with the Editors, Copyeditor, referees and the publisher, uploading accepted manuscripts to the share portal etc);
- assisting with preparations for evening lectures and other events organised by the Society (event promotion and advertising in collaboration with the Communications Officer, liaising with guest speakers, organising lecture dinners and event catering, contacting venues, organising travel and accommodation, monitoring event bookings and waiting lists etc);
- facilitating funding allocation rounds (collating papers for consideration, following up where additional input is required, liaising with decision panel members, communicating decisions to applicants etc);
- assisting with the transition to and management of the new online membership database;
- helping organise and take stock of Society materials during the forthcoming change of office and storage arrangements;
- making office supply arrangements (ordering stationery, liaising with IT support etc).

The Executive Secretary may also from time to time require the role-holder to perform other duties consistent with the scope of the post.

Person specification

We are looking for an experienced, well-organised and flexible administrator able to take initiative and work to deadlines. Attention to detail and proficiency in standard software packages as well as remote collaboration tools (MS Teams, Google Drive etc) are essential. The successful applicant will be a tactful communicator with a positive manner, comfortable working both independently and as part of a team.

Experience working for a higher education establishment or using online CRM databases would be an advantage.

Terms of appointment

The role is offered for one year in the first instance, with potential for further engagement subject to the evolving office needs.

The salary will be between £28,081 and £30,505 per annum (DOE), pro-rata'd for 60% FTE (22 hours).

Hours of work are to be agreed with the successful applicant, ideally to be spread over 4 days a week including Mondays. It may be possible to consider flexible arrangements during school / University holidays. It is expected that the role-holder will work a minimum of two days a week in the office in central Cambridge, with an opportunity to work the remaining hours remotely. Please state in your application how you would like to work the hours.

How to apply

Applicants are invited to submit their CV together with a cover letter (stating why they believe they are suitable for this role along with relevant examples) to philosoc@group.cam.ac.uk by the closing date of 18 December 2024. Invitations to interview will be sent out by 20 December 2024. Interviews are expected to take place in person in central Cambridge on 6 January or 9 January 2025.