



Cambridge
Philosophical
Society

INFORMATION PACK

Executive Secretary of the Cambridge Philosophical Society

This is a wonderful opportunity for a highly organised, skilled Administrator to work for an historic and distinguished society (of global significance) that today still follows its original (1819) aims in promoting the communication of scientific discovery, and that takes especial pleasure in supporting the work of early-career scientists.

Salary:

£40,000 – £43,000

when at full time, and depending on experience

Contract:

Permanent but with a six month probationary period.

Location:

Central Cambridge but hybrid working available

Responsible to:

President and Council of the Society

Working Pattern:

80% to 100% FTE

The Society

The *Cambridge Philosophical Society* (CPS) an independent self-supporting charity governed by an elected Council of senior academics, and currently with more than 2000 members (termed Fellows). Founded in 1819 ‘for the purpose of promoting scientific inquiry’, the CPS is an exciting hub for the promotion of scientific research, discussion, and learning. In pursuit of these goals, the society publishes two world-leading scientific journals: *Mathematical Proceedings* (est. 1843) and *Biological Reviews* (est. 1926). Since 1819, the CPS has held fortnightly scientific lectures during the Michaelmas and Lent terms of the University of Cambridge. The CPS hosts other events (all-day meetings, visits) throughout the year. In promoting scientific inquiry, the CPS funds postdoctoral research fellowships (Henslow Fellowships) within the University of Cambridge, and postgraduate studentships (Sedgwick Studentships) within Anglia Ruskin University, Cambridge. The CPS provides Research Studentships and Travel Grants for research students in the University of Cambridge. The CPS holds extensive archive materials, which include its publications since 1819, Society records, scientific books and personal papers. To date, 49 Fellows and Honorary Fellows of the CPS have been awarded Nobel Prizes.

Relationship with the University of Cambridge

The CPS is not a constituent part of the University of Cambridge. However, from its inception, it has been closely intertwined with the University, in its personnel, and with substantial interchange of assets. Currently, the University undertakes to provide the CPS with offices and storage space. The CPS offices are currently in the University buildings at 17 Mill Lane, Cambridge.

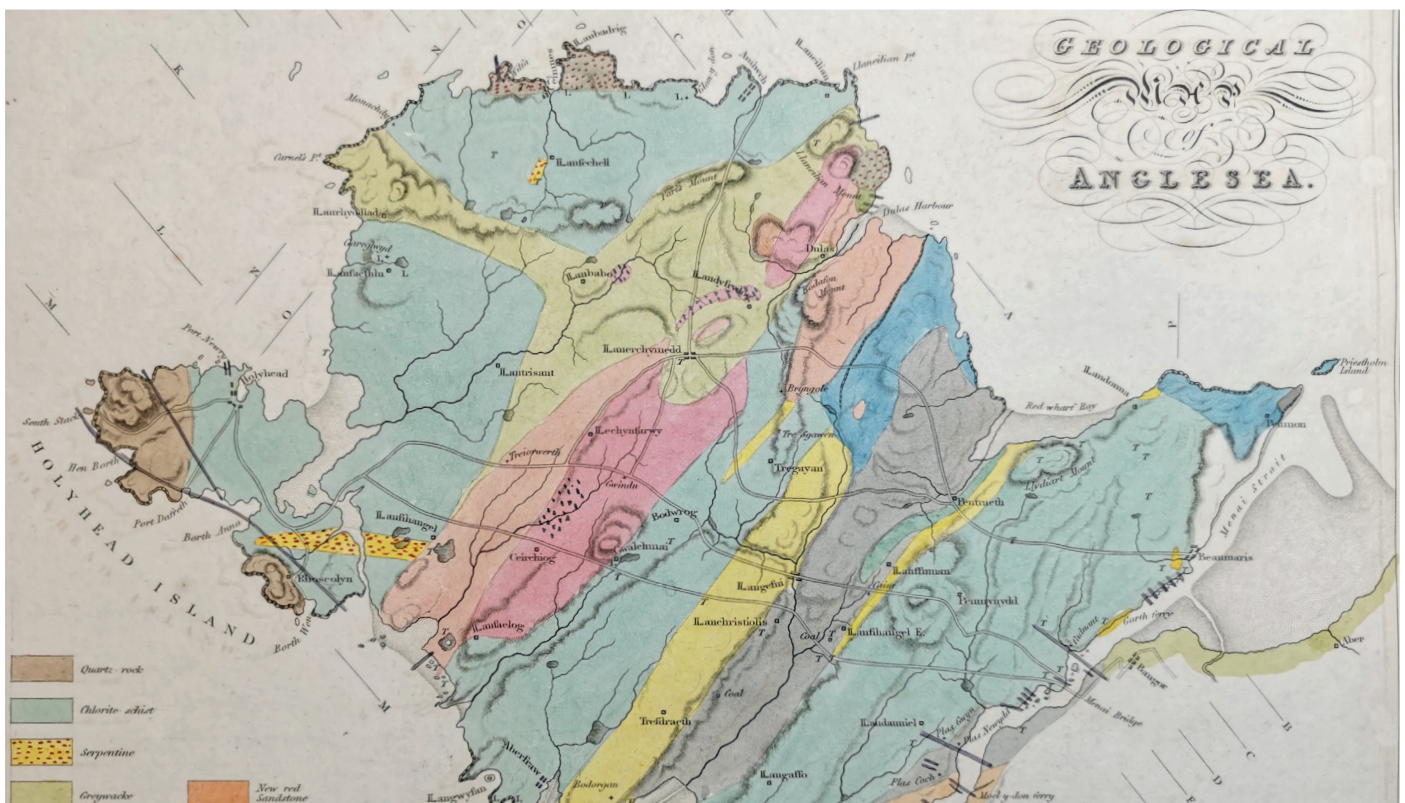


Photo: Geological map of Anglesea from J.S. Henslow's 1822 article Geological Description of Anglesea. Article from the *Transactions of the Cambridge Philosophical Society* Volume 1 pp 359-452.

Role Description

Key Responsibilities

The Executive Secretary takes overall responsibility for the administrative operation of the Cambridge Philosophical Society ('the Society'), ensuring that it operates efficiently and effectively, providing high-level administrative support to the President and members of Council.

The Executive Secretary works closely with the Treasurer (Finance Officer) and the Communications Officer to support the President and members of Council in fulfilling the aims of the Society: to promote research in all branches of science and to encourage the communication of the results of scientific research.

The Executive Secretary works with the Editors of the Society's two journals, *Mathematical Proceedings* and *Biological Reviews*, to maintain and enhance the reputation of these publications.

Main Duties

The Executive Secretary must:

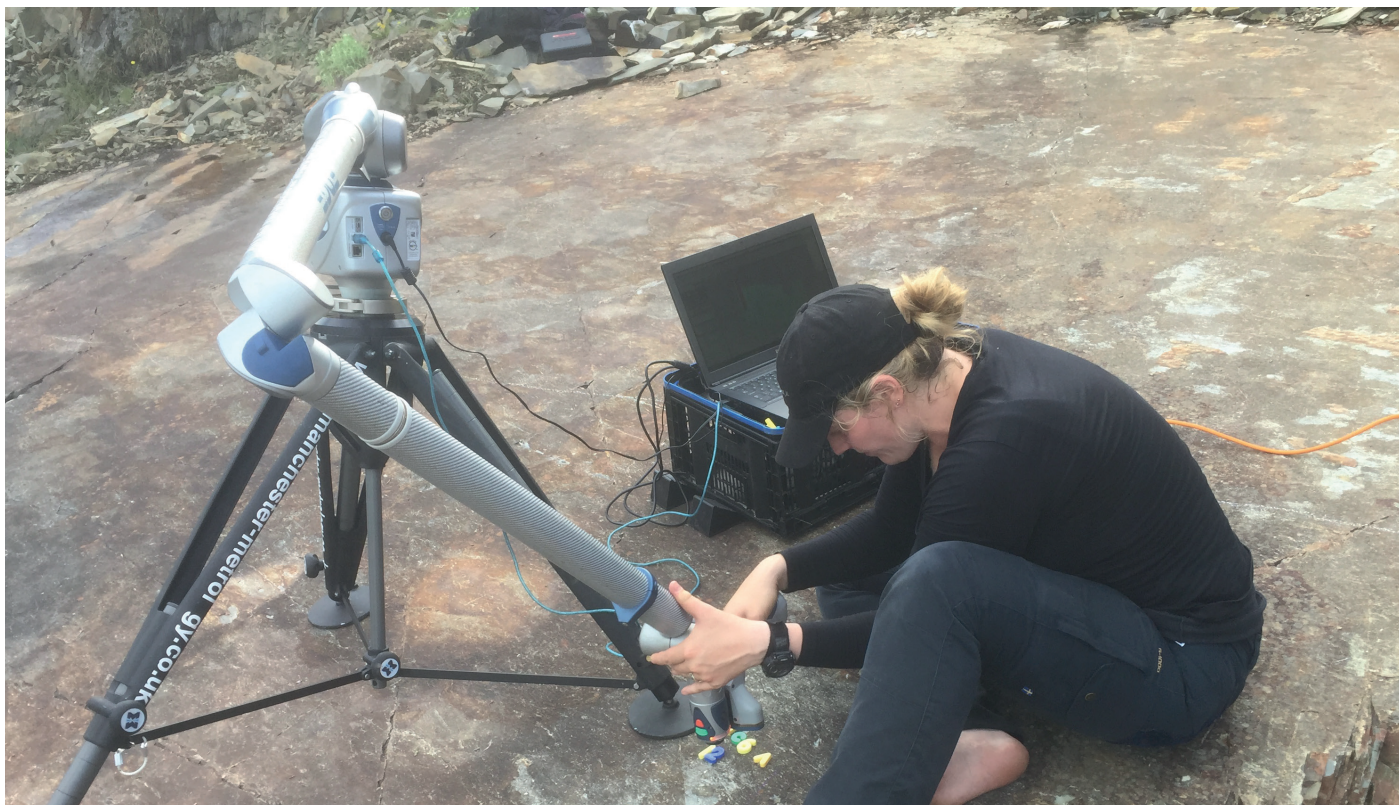
- manage Council meetings (6 in a year): preparation of papers, taking of minutes, following-up on all actions
- manage Investment Committee meetings (4 in a year): preparation of papers, taking of minutes, following-up on all actions
- oversee the management of the Society's two journals ***Mathematical Proceedings*** and ***Biological Reviews*** (each 6 issues per year): organising meetings and liaising with the Editors and with the publishers (Cambridge University Press and Wiley plc)
- manage and deliver the Society's funding programmes: Henslow Research Fellowships, Sedgwick Studentships, Research Studentships, Travel Grants
- ensure smooth operation of the Society's programme of evening public lectures
- ensure smooth operation of the Society's programme of one-day meetings
- ensure smooth operation of the Society's programme of visits
- maintain oversight of the Society's accounts, liaising as required with the Treasurer
- manage the Society's membership database
- manage the Society's staff (currently 5 part-time): maintaining a productive team and good working environment; conducting staff reviews
- take on other duties, consistent with the scope of the post, reasonably required of the post-holder by the President

Underpinning and Subsidiary Duties:

- Henslow Fellowships: work with the President and Council on selection of Colleges for awards, liaise with Colleges on interview arrangements and stipend payments for Fellows, assist the President in arranging Henslow Fellowship events (dinners, talks)
- Sedgwick Studentships: work with Anglia Ruskin University and designated Council members to make arrangements for selection of Students and payment of the studentships, assist the President in arranging Sedgwick Studentship events (dinners, talks)
- Evening lectures: attend and oversee with assistance of external AV support staff, arrange dinners
- liaison with Communications Officer on Society lectures, advertising and mailing lists
- invitation and communication with lecture speakers, organising lecture dinners and promotion and advertising of lectures
- Research Studentships and Travel Grants: process applications (including working with the selection panel, communication with applicants and arranging for payments)
- Management of annual one-day meetings: speaker liaison, travel, accommodation and refreshments
- book meeting rooms, lecture venues, refreshments and arrange technical support when required
- Accounts and Investment: assist the Treasurer as required, including (annually) preparation for: the audit, the Treasurer's report, the accounts
- be responsible for IT and maintenance and provide support to Society staff, actively recommend and make improvements to current systems
- be the point-of-contact for members of the Society, assisting and responding to their enquiries on a daily basis
- be the point-of-contact for others enquiring about the Society's activities

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
The Executive Secretary should be educated to at least A level standard	√	A degree or equivalent
Knowledge and experience		
A reliable, organized and skilled administrator, able to assimilate information quickly without supervision	√	Understanding of the UK GDPR regulations
Effective administration of committees, papers and documentation including the writing of minutes	√	
Ability to write good prose and proof-read documents to a high standard	√	
Experience of working with figures and accounts		√
The ability to communicate accurately and persuasively both in writing and orally	√	
Actively seek and implement new and more efficient ways of working	√	
Skills		
Ability to interact and communicate with people at all levels professionally, politely and sensitively	√	
Creativity and the willingness to operate on your own initiative, even in the absence of a clear framework	√	
Willing to take the initiative in exploring new options for the delivery of the mission of the Society		√
Excellent understanding of Microsoft 365 programmes and data management and confidentiality.	√	
Personal attributes		
Confident, self-motivated, resilient, friendly and enthusiastic Flexible, adaptable and resourceful approach Enjoying problem-solving	√	
Adaptive, flexible, practical	√	
Discreet and diplomatic	√	
The ability to remain calm, work under pressure and to tight deadlines	√	
Commitment to the mission of the Society in the communication of science and outreach	√	



Dr Emily Mitchell
Henslow Fellow 2016-2019

Emily's research investigates the role of ecological processes on evolution through deep-time, from the first animal communities of the Ediacaran, to the present.



Lewis Spurrier-Best
Sedgwick Studentship 2023-2026 (Anglia Ruskin University)

Lewis is studying for his PhD in Dr Havovi Chichger's lab where his research focuses on identifying new therapeutic targets for patients with acute respiratory distress syndrome (ARDS).

Terms of appointment

The salary will be up to £43,000 per annum (DOE).

Full-time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

NEST Pension Scheme

The Society will double the employee contribution up to a maximum contribution by the employer of 20%.

Tenure and probation

Appointment will be made on a permanent basis. Appointment will be subject to satisfactory completion of a probationary period of 6 months.

Hours of Work to be agreed with successful applicant but it will be between 80%-100% FTE and will need to be worked flexibly including some evening working attending Committee meetings.

Pre-employment checks

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Equality and Diversity

We particularly encourage women and candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level in the Cambridge academic system.

Information if you have a disability

The Society welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

Hybrid Working

The Society is supportive of hybrid working, where some work may be undertaken in a remote working environment. Please state in your application if you would like to explore the extent to which this position can be worked in this way.

How to apply

All applicants are required to submit their CV together with a letter stating why they believe they are suitable for this role to sh435@cam.ac.uk by the closing date of 17 June 2024.

Interviews will be held on 1 July 2024 in person in Cambridge.

Cambridge Philosophical Society
17 Mill Lane
Cambridge
CB2 1RX
United Kingdom

[cambridgephilosophicalsociety.org](https://www.cambridgephilosophicalsociety.org)

Registered Charity Number 213811

