

Transitions Coordinator: Mastercard Foundation Scholars Programme

Education Services

Closing Date: 10th December 2024

Job Reference: AT43728



Transitions Coordinator: Mastercard Foundation Scholars Programme

Salary:

£32,332 – £38,205
(pro rata)

Contract:

Open-ended, subject to funding.
In the first instance, the funding supporting this post ends on 31 July 2030

Location:

Central Cambridge

Department:

Student Fees and Funding team
Education services.

Responsible to:

Programme Manager: Mastercard Foundation Scholars Programme

Working pattern:

Part-time (0.8 FTE: 4 days/per week)

Purpose of the role

The Mastercard Foundation transition project is designed to support the Mastercard Foundation Scholars at the University of Cambridge secure employment they see as dignified and fulfilling, following their graduation. The transition coordinator will play a vital role in bridging the gap between academic learning and the professional world, assisting students equip themselves with the skills, resources, and opportunities they need to succeed in their chosen careers. This role will be responsible for managing the four pathways that make up the transition project. These include internships/placements, further studies (PhD), employment, and entrepreneurship & job creation.

This role requires a significant amount of independent thinking, and carries a high level of responsibility and oversight over student engagements. The role holder is expected to lead on

Partnership Building and Employer Engagement:

The role holder is expected to nurture existing partnerships with a wide range of industry partners.

Coordination: The role holder will manage all aspects of the placement project, and serve as the point of contact for all transition inquiries. They would drive the effective delivery of the 4 placement pathways and facilitate communication between key stakeholders across the University for

effective development and delivery of the transitions support. The postholder will resolve issues arising from projects using their own judgement and experience, and identify any issues that should be escalated to the Scholarship Program Manager.

Workshops: Liaise with colleagues in the career service to organise termly workshops, and events focused on career development, job search strategies, resume writing, interview skills, job readiness, and employability skills enhancement.

Creating opportunity networks:

The role holder will contribute to growing a database of opportunities for scholars through building networks in industry, universities, research institutes as well as with alumni. They will represent the program in the Mastercard foundation Transition Community of Practice where they will adopt best practices, and work with key contacts from partner universities in Africa, Europe and Canada to expand this database and improve overall delivery.

Career Guidance: The role holder will signpost Mastercard Foundation scholars to sources of information and advice (e.g. Careers Service resources), to help inform the next stage of their career after they graduate from Cambridge.



Key Responsibilities

Salary:

£32,332 – £38,205
(pro rata)

Contract:

Open-ended, subject to funding.
In the first instance, the funding supporting this post ends on 31 July 2030

Location:

Central Cambridge

Department:

Student Fees and Funding team
Education services.

Responsible to:

Programme Manager: Mastercard Foundation Scholars Programme

Working pattern:

Part-time (0.8 FTE: 4 days/per week)

Key responsibilities

Partnership Management.

The role holder is expected to nurture existing partnerships and serve as a liaison between the program and external entities, ensuring that collaborations are productive, and aligned with the strategic objectives of the transition project. The role will adopt best practice in placement vetting as practiced within the UoC and the wider MCF University network. The role holder will escalate issues to seek legal advice from the University Legal Services Office where appropriate.

Represent the program in the Mastercard Foundation Transition Community of Practice. The role holder is also expected to pro-actively sign up for and play an active part in the activities of regional, national, and international networks related to the work of the Scholars Programme.

Represent the program at university committees and consultative meetings and learn from the work of other similar roles in the University (e.g. in Engineering and JBS).

Take the lead on, and participate in, multi-disciplinary project teams across the Programme and University at large.

Project Coordination

Manage all aspects of the placement project to include surveying student's intentions for their career development, providing guidance for students in line with the transition project guidelines. The current transition project includes four possible pathways for support: Internships/placements, further studies (PhD), employment entrepreneurship & job creation.

The role holder will be responsible for the delivery of the specific operational aspects of each of these pathways. Manage the internal internship grant application process for scholars who take the internship/placement route. The role holder is expected to read scholar's terms of engagement with prospective host organisations and only approve request for internship grants when they are satisfied that specific guidelines have been met.



Key Responsibilities (continued)

Salary:

£32,332 – £38,205
(pro rata)

Contract:

Open-ended, subject to funding.
In the first instance, the funding supporting this post ends on 31 July 2030

Location:

Central Cambridge

Department:

Student Fees and Funding team
Education services.

Responsible to:

Programme Manager: Master-card Foundation Scholars Programme

Working pattern:

Part-time (0.8 FTE: 4 days/per week)

Project Coordination (continued)

Approve internship grants for scholars on the internship pathway, in line with budget guidelines, and ensure timely payment of the grants and submission of placement reports.

Develop and Manage Transition Portal

Collaborate with relevant colleagues to design and launch a 'Transition portal' on an agreed SharePoint site and oversee access to the site. This portal will serve as a 'one stop shop' for opportunities for scholars.
Create bi-monthly content for the site to include curated relevant job listings, fellowship listings, scholarship opportunities, high profile internship opportunities and other relevant opportunities., collated from several sources.
Track and analyse platform usage and user feedback to continually improve the platform.

Career development support

Identify mentors to support scholars who have indicated an interest in pursuing a PhD and offer guidance on the practicalities of applying for further postgraduate studies.

Signpost students to existing careers support services in the University Careers Service.

Organise administrative arrangements for students to access Coaching sessions (e.g. identify suitable coach, arrange sessions and payment, seek feedback reports from students).

Tracking and Evaluation:

Ensure the timely submission of midterm and end term reports by both scholars and their host organisations.

Prepare brief annual impact report at the end of every cycle to inform the main program report.



Person specification

	Essential	Desirable
Experience		
Previous experience of careers work in a Higher Education setting.	✓	
Previous experience creating and nurturing industry partnerships.		✓
Excellent IT skills: competent user of Microsoft Office	✓	
Experience of managing resources (people, projects, money, time)	✓	
Skills		
Ability to design and give interactive presentations to large and small groups.	✓	
Ability to counsel and advise a wide range of people.	✓	
Ability to instil confidence in others, to be tactful and a good listener.	✓	
Excellent communication skills across varied media	✓	
Effective research skills		✓
Qualifications		
Post graduate qualification in Careers Guidance		✓
Educated to degree level or equivalent professional experience.	✓	

Education Services



Based at the purpose built Student Services Centre which opened in April 2019, Education Services brings together the teams that provide key services to students.

Education Services sits within the wider Academic Division of the University's Professional Services and is made up of the following teams:

Access & Admissions

(Including Cambridge Admissions Office, Postgraduate Admissions Office and Student Funding).

Student Support

(Including Accessibility and Disability Resource Centre, Student Wellbeing, Mental Health Advice Service and University Counselling Service)

Student Administration

(including Examinations and mitigation, International Student Office, Postgraduate Administration, Student Records, Office for Student Conduct, Complaints & Appeals and Space modelling & Allocation.)

Education and Student Outcomes

(including Education Quality and Policy Office, Careers Service, Postgraduate Research and the Cambridge Centre for Teaching and Learning).

These departments are supported by the SSC Support Team which delivers a shared service in the following areas:

Financial Administration; Human Resources support, including recruitment administration; Reception and Facilities Management; Health and Safety.

The Mastercard Foundation Scholars Program

The prestigious Mastercard Foundation Scholars Program at the University of Cambridge was established in 2022 as a collaboration between the University and the Mastercard Foundation. The scholars program at the University of Cambridge is a core component of a Climate Resilience Higher Education and Sustainability Collaborative which aims to create educational opportunities through an interdisciplinary, climate resilience and sustainability themed Scholars Program at the University of Cambridge:

Over 500 Scholars from the African continent will be enrolled in the program between 2023 and 2030 to undertake a wide range of Master's courses which will set them on a course for meaningful careers driving climate action. Ultimately, the mission of the Mastercard foundation Scholars program at the University of Cambridge is to contribute to the development of a transformative network of young people, critical to driving sustainable change.

Additionally, the collaborative arm of the project will involve cultivating networks, and facilitating learning in Africa to enable sustainable ecosystem impact. This will proceed through the development of hundreds of research collaborations, to foster South-South collaboration within the continent and with the University of Cambridge.

The University of Cambridge will partner with three African universities as founding partners of the Higher Education Climate Resilience and Sustainability Collaborative. Together these partners will drive deep and sustained impact that:

Strengthens African countries' ability to leapfrog and transition to a green economy, creating new jobs for young people and saving lives and livelihoods.

Enhances the continent's preparedness for, and response to, climate change to mitigate work and livelihood loss.

Creates a critical mass of global thought leaders, researchers, and scientists in climate resilience and sustainability in Africa.

Cambridge is a global leader in climate resilience and social innovation and will support the work of the Collaborative through its deep expertise, networks and convening power. The partnership with the Mastercard Foundation, is made up of two key components:

1. Mastercard Foundation Scholars Program at University of Cambridge
2. Contribution to the Climate Resilience and Sustainability Collaborative.

Both components will bring to life the support for a cohort of transformative leaders

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis of until 31st July 2030, this is because your employment relies on the availability of finite funds for a specific purpose that are not part of the University's general revenues.

Appointments will be subject to satisfactory completion of a six month- probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 29.6, working 4 days/per week. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For new part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

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.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University 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. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable

us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Student Services HR team (SSCjobs@admin.cam.ac.uk), who are responsible for recruitment to this position.

The University

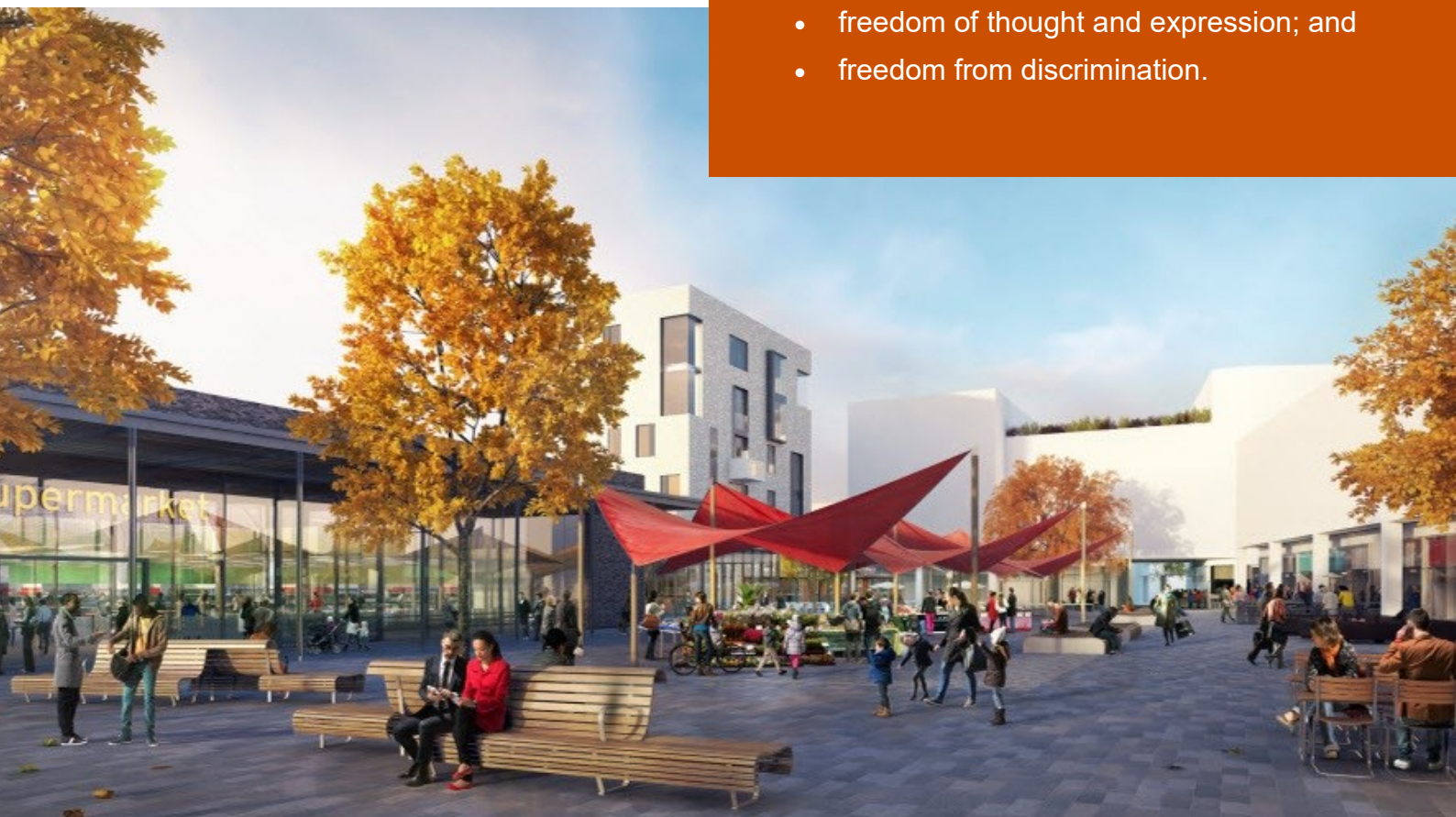
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:
Leonide Azah Awah—Email: Azah.Awah@admin.cam.ac.uk

If you have any queries regarding the application process please contact the Student Services HR team (SSCjobs@admin.cam.ac.uk).

The closing date for applications is: 10th December 2024

The interview dates for the role are: 16th /17th December 2024