

Centre Manager

MRC Cognition and Brain Sciences Unit

25th February 2025

Job Reference: SU44858



Centre Manager

Salary:

£44,421-£55,295 per annum

Contract:

Permanent- but funding limited to 3 years in the first instance

Location:

Cambridge

Faculty / Department:

MRC Cognition and Brain Sciences Unit

Responsible to:

Dr. Amy Orben

Working Pattern:

Full Time

Purpose of the role

In this new role you will support the Digital Mental Health Group at the MRC Cognition and Brain Sciences Unit and its growing portfolio of complex multi-stakeholder projects. You will be a senior member of the team, which will in the next 1-2 years evolve into a larger Centre focused on tackling online harms and improving digital life/childhood.

The group currently has a growing portfolio of complex multi-stakeholder projects (approx. £2M+ budget) delivered to long- and short-timescales that you will manage as Operations Manager. Further, you will develop a new brand and communications strategy for the Centre as the Communications Manager. This is therefore a senior role, as many Operations and Communications pathways will need to be designed and implemented from scratch. We further expect that once additional funding is secured you will be responsible for recruiting and managing a part-time Administrative Assistant.

You will be responsible for the design and implementation of project management strategies to support the growing funding and project portfolio in the team. You will also take responsibility for coordinating team resources and events, public communication, secretarial support, reporting to funders, event management and dealing with aspects of the day-to-day running of the team. You will work autonomously to shape the operations of the Centre, delivering on best practice in ways you see fit. This will support the delivery of a world-class varied research portfolio that is having direct impact both nationally and internationally.

The primary aim of our research team of 12 people is to understand how digital technologies impact mental health in young people. We value our team's complimentary skill sets (e.g., differing background, approaches, and areas of expertise), and actively work with other local and international research groups. A lot of our work is inherently team-based and integrates work with governments, charities, NGOs, policymakers and other stakeholders.

As we expect high levels of interest for this role, we are planning a longlisting stage with an asynchronous task from the 27th of February to the 5th of March. After shortlisting, a final interview will be held in the morning of the 13th of March.

We are flexible regarding start date and could welcome you anytime between April-June 2025. Further, we welcome applications from those wishing to work part-time.

We encourage applicants from backgrounds traditionally marginalised and/or under-represented in the field.

Key Responsibilities:

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Operations Management:

- Working within overall University policy and procedure, to plan and allocate resources to support the work of the Centre.
- Manage the day to day running of the Centre, including the staff, project delivery and the budget. Create and implement new agile project and data management procedures/processes and systems, communicate these effectively to staff members and ensure that they are followed, maintain and adapt filing systems, allocate and prioritise work for self and others, manage all induction activity and paperwork for new staff.
- Monitor expenditure to ensure it is properly planned and recorded, compile and present budgets for approval, monitor expenditure against budgets across varied grants, account for variances, keep senior team members up to date and flag up any concerns e.g. overspend, oversee raising of invoices and purchase orders, oversee and manage procurement processes, compile regular financial reports, ensure compliance with University and funder financial procedures, reporting processes and regulations.
- Manage the administration of HR related activities including, coordinate recruitment processes e.g. draft role descriptions and advertisements, receive and shortlist applications, interview candidates as part of the interview panel taking into account university policy and employment legislation, manage probation and appraisal processes.
- Manage and organise meetings acting as secretary/PA to senior members of the Centre including, diary co-ordination, room bookings, travel arrangements, preparation of necessary paperwork and documentation, production and circulation of minutes, and follow up on actions.
- Coordinate/Manage activities of the research group, including, organising events and activities such as workshops and conferences, liaising with donors and external parties, creating databases, project management pathways and records, handling queries from both internal and external contacts as the first point of contact.
- Assist with the preparation and submission of research governance and funding applications. Support tender and funding application development. Gather, collate and analyse programme data and produce reports for current funders and other stakeholders.
- Manage and monitor project and grant outputs, identify key tasks and timeframes to enable completion of projects within a specified time, identify dates, key actions required, co-ordinate activity within the department, keep management up-to-date on progress of the project, identify key decision points.

Communications Management:

- Responsible for the development of new branding, communications and content management strategy for to-be-launched Centre. Work with senior team members in creating a consistent editorial strategy and effective delivery of priority messages across all print, digital and e-communications, create compelling and engaging content in line with agreed strategic goals and objectives. Continuously advise on improvements or changes arising from new industry standards and best practice.
- Manage the development of new content and revisions to existing content for the Centre (incl. new website, social media channels, newsletter and reports). Keep target audiences informed about the developments within the Centre, including policymakers, parents and young people. Develop and implement a coherent online and digital content strategy, including social media, ensure the strategy is workable and responsive to evolving audience needs.
- Develop an effective and appropriate strategy for the use of current social media and digital communications channels (e.g., TikTok, LinkedIn, Youtube, BlueSky, X, Facebook), research and assess the suitability of new digital channels as they evolve, obtain, analyse and report on social media analytics using tools like Google Analytics. Provide analysis reports at agreed intervals to summarise digital engagement for the Centre, research and assist the development of tools and content for effective data analysis.
- Manage and recruit additional administrators in the Centre, including allocate work, explain new processes and procedures, monitor performance and progress, undertake formal staff reviews, identify and recommend necessary training, interview new applicants for the role, act as first contact for staff grievances and disciplinary matters, resolve minor grievances and refer serious cases as required.
- Any other administrative duties as needed and requested by line management

Person Specification

Criteria	Essential	Desirable
Education/Qualifications/Training		
Degree level qualification/Level 6 vocational qualification or equivalent level of practical experience	✓	
Academic/Knowledge and Skills		
Demonstrate advanced knowledge of project/centre management and/or administration involving a critical understanding of relevant theory and/or principles	✓	
Experienced user of Microsoft Office and other relevant advanced software packages	✓	
Excellent editorial, proofreading and writing skills, for a range of audiences across print and digital media	✓	
Demonstrate excellent understanding of data management and confidentiality, and application in practice		✓
Demonstrate excellent understanding of research governance, and application in practice		✓
Demonstrate highly specialised knowledge of communications and branding, involving a critical understanding of relevant theory and/or principles outside of the immediate specialism		✓
Personal Skills/Behaviours/Qualities		
Excellent organisational skills	✓	
Excellent communication & interpersonal skills	✓	
Excellent ability to translate complex information for non-technical audiences	✓	
A high level of initiative with confidence and competence in working independently	✓	
The ability to prioritise work without senior oversight whilst working in a pressured environment	✓	
Interest in focus of the Centre and Digital Mental Health Group	✓	
An ability to relate to people from a diversity of cultures and across a range of professional roles	✓	
Previous Work Experience		
Experience in a senior management, project management or administrative role, including developing new management/administrative processes and systems	✓	
Experience of managing staff and working in a collaborative team	✓	
Proven communications experience and expertise, including developing communications strategies that delivers against key objectives	✓	
Experience of managing project budgets and monitoring expenditure	✓	
Experience of translating complex information into engaging and informative communications for a wide variety of audiences	✓	
Familiarity and experience in using traditional and new media to develop effective communications, including social media platforms	✓	
Experience of liaising and working with a range of research funders		✓

Behavioural Attributes

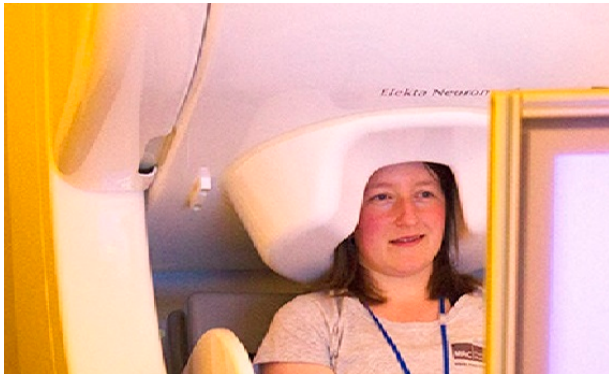
This section summarises the behavioural attributes (or competencies) that we expect the role holder to be able to demonstrate, at what level and whether this is an essential or desirable requirement.

Full definitions are at: <https://www.hr.admin.cam.ac.uk/policies-procedures/behavioural-attributes>

Please review these and provide specific examples in your application of how you have demonstrated these attributes in your work, education or other experience. It will assist your application if you explain the situation, what you did and what the outcomes were.

Attribute	Level
Valuing Diversity	A
Achieving Results	B
Communication	B
Innovation and Change	B
Negotiating and Influencing	C
People Development	B
Relationship Building	B
Strategic Focus	B

MRC Cognition and Brain Sciences Unit



Established as the Applied Psychology Unit by the Medical Research Council in 1944, the Cognition and Brain Sciences Unit is one of the largest and most enduring contributors to the understanding of human cognition and its disorders.

Our research investigates fundamental human cognitive processes such as attention, language, memory, and emotion. We do this using a combination of behavioural experiments, neuroimaging, and computer modelling. Behavioural experiments help us understand how these processes work at all ages and how they become disrupted in disease and disorder. Neuroimaging helps us study the brain mechanisms underlying human cognition.

Where possible, we use our discoveries to improve human health and well-being from childhood through to older age, for example by developing new treatments for clinical disorders of cognition and mental health.

The Unit provides a lively intellectual environment for scientific research, with regular lecture and seminar series and research meetings. At any one time, we have about 15 core research programmes, each run by a senior scientist. We also typically have between 15 and 20 postgraduate students, registered with the University of Cambridge.

The Unit is based at Chaucer Road in Cambridge. The original building was a large Edwardian family house which has been extended to provide modern laboratories, MEG and MRI neuroimaging facilities and a lecture theatre.

Our research

We investigate fundamental human cognitive processes such as attention, language, memory, and emotion. Behavioural experiments explore how they change both in childhood and older age, and how they become disrupted in disease and disorder. Computer models are built to explain these processes. Research facilities including brain scanners located on our site are used to study how these cognitive processes arise in the brain and in other biological systems. We also develop new methods that have the potential to lead to breakthroughs in cognitive science and neuroscience, both for our own programmes and the broader research communities.

Our research is organized into 13 programmes funded by the MRC, each led by a senior scientist and supported by a research team. The Unit also hosts projects supported by other funders in relevant fields.

Our research is arranged in four broad overlapping themes:

- Attention and Cognitive Control
- Emotion
- Hearing, speech and language
- Memory and perception



Matt Lambon Ralph, Unit Director

School of Clinical Medicine

Doing great work in a great place to work

About the School

The School of Clinical Medicine currently employs nearly 3,000 people, spanning all varieties of staff type from Academic Professors to administrative support.

In 1976 in response to the recommendation of the Royal Commission on Medical Education in the late 1960's, a complete medical course was re-established in Cambridge with the opening of the School of Clinical Medicine at the new Addenbrooke's Hospital site.

On 21st November 1980, HRH The Duke of Edinburgh, the Chancellor of the University of Cambridge, officially opened the Clinical School Building which presently accommodates the medical library, lecture theatres and seminar rooms.

The University of Cambridge School of Clinical Medicine aspires to change the practice of medicine and improve biological understanding in a wide range of clinical specialties and scientific disciplines. Collaborative research, both within biomedicine and crossing the boundaries to the mathematical, physical and social sciences, is key to our approach. The School also supports key enabling technologies and facilities in imaging, bioinformatics and biological systems. The main areas of research interest are:

- Cancer research
- Cardio-Respiratory Medicine
- Cellular mechanisms of disease
- Diabetes, Endocrinology and Metabolism
- Epidemiology, Public Health and Primary Care
- Genetics and Genetic Medicine
- Haematological and Transplantation Medicine
- Infection and Immunity
- Neurosciences and Mental Health
- Stems Cells and Regenerative Medicine.



Professor Patrick Maxwell, Regius Professor of Physic and Head of the School of Clinical Medicine

The School aims to provide leadership in education, discovery and healthcare. It will achieve this through; inspirational teaching and training, outstanding basic and clinical research and integration of these to improve medical practice for both individual patients and the population.

The School will:

Through inspirational teaching and training, educate individuals who:

- will become exceptional doctors or biomedical scientists
- combine a depth of scientific understanding with outstanding clinical and communication skills demonstrate a caring, compassionate and professional approach to patients and the public and
- are equipped to become future international leaders of their profession.

Through its commitment to the pursuit of excellence, support scientists of international standing in basic and clinical research aiming to:

- understand fundamental biology and thereby the mechanisms underlying disease integrate basic and clinical research
- apply a rigorous mechanism-based approach to clinical problems and
- innovate to solve the health challenges of our society.

Terms of Appointment

Tenure and probation

Appointment will be made on an open ended basis, however the funds for this post are available for 3 years in the first instance.

Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are 100% of full-time / 37 hours per week, working Monday – Friday.

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.

Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

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 Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the Clinical School Recruitment Team who are responsible for recruitment to this position via:

cshrstaffhub@admin.cam.ac.uk

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



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 students, provide student accommodation and deliver small group teaching.

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

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.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

**Prof Deborah Prentice,
Vice Chancellor 2023**



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 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.

The University offers 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 science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their 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 continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

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

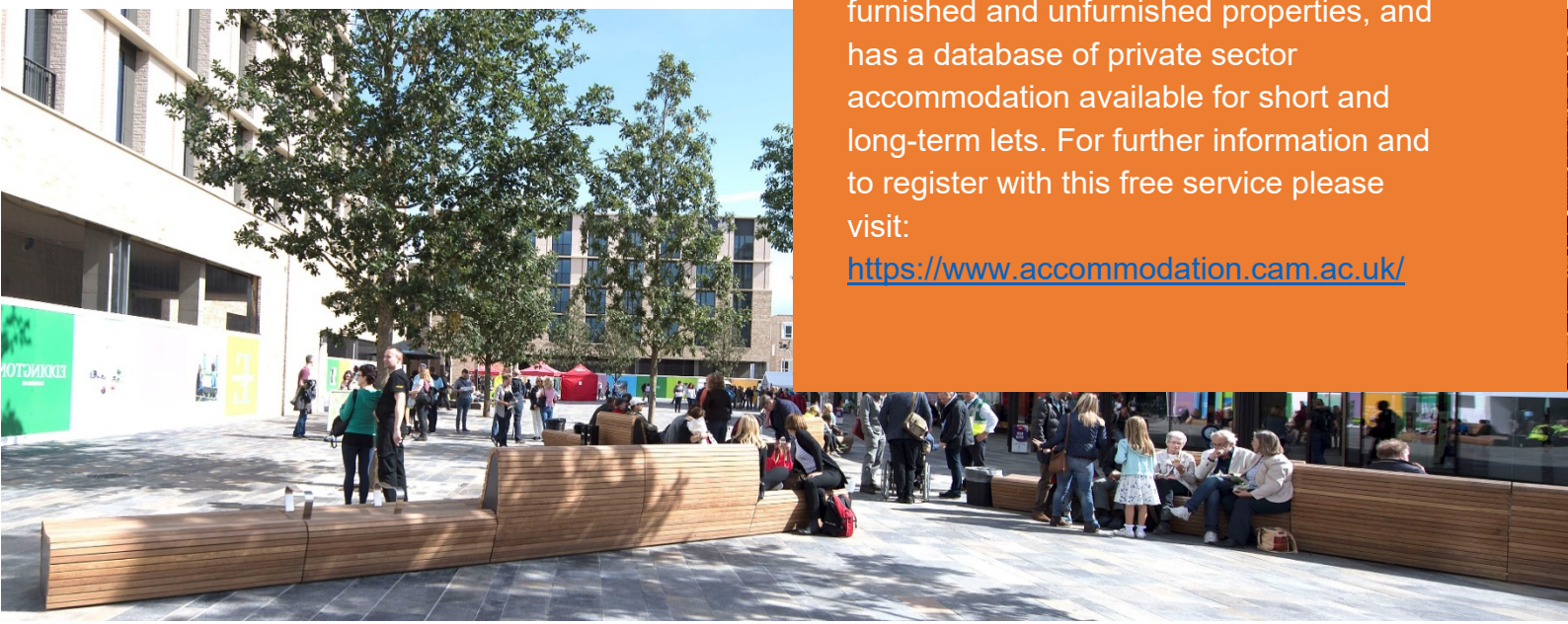
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure 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

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 emergency family care support via My Family Care.

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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: <https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. Apprenticeship programmes are also available to support employees to develop their skills, experience and qualifications.



Clinical School Benefits

Cambridge Biomedical Campus

Being based on Cambridge Biomedical Campus gives the University of Cambridge School of Clinical Medicine employees an unrivalled range of on-site amenities.

These include:

Core amenities

- Marks & Spencer Simply Food
- Clothes & Gift shops
- The Body Shop
- Newsagent
- Barclays Bank
- Hairdressers
- Costa Coffee/Starbucks
- Various food outlets

Sports and Leisure

The Frank Lee Sports and Leisure Centre on the Campus is open to everyone who works on the Campus including employees of companies. The Centre offers a comprehensive range of activities for both adults and children (during the school holidays). Facilities include a 25m heated indoor pool, tennis and squash courts, cardio gym and fitness rooms. There is also a licensed bar, restaurant and function rooms.

Childcare

Bright Horizons Long Road nursery is located on the Campus making it an ideal location for parents who work at the site. The nursery is purpose built and houses five home bases, each designed specifically for babies, toddlers and pre-school children, as well as a spacious and secure external area in which children can play and explore the outdoors.

Apprenticeship opportunities

These are available for new and current members of staff to earn while they learn. The University is committed to nurturing talent and developing expertise through providing relevant vocational and professional apprenticeships across all of its departments and institutions.



Clinical School Wellbeing Programme

Following the launch of the Clinical School Wellbeing Programme in April 2014 it has continued to develop and grow each year. The School holds regular wellbeing talks and events in addition to hosting two dedicated Wellbeing Weeks packed with activities for staff each year. Activities include staff massages, smoothie bikes, step challenges, arts and crafts sessions and many more.

The School also has a team of Mental Health First Aiders recruited and trained from our own pool of staff. The School is always looking for new ways to engage staff and encourage them to look after their physical and mental wellbeing.



Equality, Diversity and Inclusion

The School of Clinical Medicine has a dedicated governance group overseeing equality, diversity and inclusion related activities. Regular talks are held throughout the year and all staff members are expected to undertake Equality and Diversity training.

The School has a number of networks for different staff groups encouraging communication and sharing of practices. There is also a growing network of 100+ Equality Champions who meet termly and help raise awareness of equality, diversity and inclusion within their departments. The School currently holds a silver Athena SWAN award utilising the process to critically analyse all areas of equality and diversity within the school.

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:

Dr. Amy Orben

Email: amy.orben@mrc-cbu.cam.ac.uk

If you have any queries regarding the application process please contact Luke Suckling, HR Coordinator
hr@mrc-cbu.cam.ac.uk

The closing date for applications is: 25th February 2025

The interview date for the role is: 13th March 2025