

# Postdoc Work Shadowing Project Coordinator

Careers Service

Closing Date: 9th March 2025  
Job Reference: DD45119



# Postdoc Work Shadowing Project Coordinator

**Salary:**

£33,232 – £39,105

**Contract:**

Fixed-Term

**Location:**

Central Cambridge  
Student Services Centre

**Faculty / Department:**

Careers Service

**Responsible to:**

Employer & Alumni Engagement  
Manager

**Working pattern:**

Full-time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

**Purpose of the role**

As part of the Enhancing Research Culture Fund, funding has been received by the Careers Service to pilot a programme of work shadowing for Postdoc researchers to address issues of precarity and support exploring new career opportunities. The role holder will develop and manage a Postdoc Work Shadow Programme.

This role holder will develop and manage the end-to-end delivery of the Postdoc Work Shadow Programme ensuring high-quality service for researchers, professionals and other stakeholders participating in the scheme. This includes setting up agreements, systems and processes, creating and updating forms on the careers system, developing marketing and communications campaigns, building relationships with professionals who are willing to be shadowed, managing researchers' applications, managing and tracking researchers' bursary and expense claim requests, feedback, evaluation and reporting processes, and liaising with the Postdoc working group and Careers Consultant for Researchers

The role holder will play a role within the Employer

Engagement Team in supporting employer services and events delivery.

**Key responsibilities**

Product and service development

- Develop and manage the end-to-end delivery of the Postdoc Work Shadow Programme, funded by the Research Culture Team.
- Liaise with the Postdoc working group, Careers Consultant for Researchers and Employer & Alumni Engagement Manager, and consult with postdocs to identify key objectives and operational parameters to inform the scheme design.
- Develop a brief for professionals and a create and implement a programme administration process.
- Develop a process for evaluating the programme's impact.
- Maintain accurate records on the careers system, including tracking work shadow applications and progress and relevant contractual documentation (e.g. students and employer agreements and terms and conditions).
- Process bursary and expense claim requests.

# Postdoc Work Shadowing Project Coordinator

## Relationship management

- Collaborate with and maintain positive relationships with Cambridge postdoc communities, researchers, alumni, societies, staff, employers, and other stakeholders.
- Regularly communicate and liaise with researchers participating in work-shadowing to better understand their needs.
- Liaise, engage and manage relationships with professionals (alumni, businesses, charities, start-ups and SMEs, social enterprises, etc.) to participate in the Researchers Work Shadow Programme and offer opportunities for the benefit of all clients, working in conjunction with the rest of the Employer Engagement Team.
- Co-create briefs/shadowing plans with professionals.

## Employer & alumni outreach

- Identify target professionals for the Postdoc Work Shadow Programme using insights gained from alumni interactions, employer inquiries, vacancy posts, graduate labour market research, and through consultation with Employer Engagement Coordinators, Careers Consultants and colleagues within the institution.

- Liaise with the Careers Service team to utilise researchers' engagement, graduate outcomes and careers registration data and labour market intelligence to identify and target professionals (businesses, charities, start-ups, social enterprises, etc.) for the Postdoc Work Shadow Programme.

## Communication

- Promote the Postdoc Work Shadow Programme to researchers with support from the Communications Coordinator and Career Consultant for Researchers.
- Engage researchers on the Work Shadow Programme to support understanding of the programme's value and impact and how it can be developed.

## Analysis

- Evaluate and analyse feedback and data and deliver impact reports to the Research Culture Team and Careers Service.
- Provide regular updates to the wider team about the programme's progress and evolution.
- Create and deliver pre- and post-reflection activities and recommend options for future provision of work shadowing and similar career research interventions.



# Person specification

	Essential	Desirable
<b>Experience</b>		
Experience working in higher education and/or HR, Recruitment, Learning & Development	✓	
Experience managing or coordinating projects and/or pilot schemes	✓	
Sound understanding of the labour market in the UK	✓	
Understanding of the international labour market.		✓
Understanding of postdoc careers and challenges they face		✓
<b>Skills</b>		
Experience initiating, developing, and maintaining stakeholder relationships, including email and face-to-face.	✓	
Excellent verbal and written skills and the ability to communicate effectively and confidently at all levels.	✓	
Ability to plan, organise and prioritise tasks resulting in delivery to agree time, quality and cost.	✓	
Ability to deal with queries and use existing procedures to decide on the most appropriate way of answering the query.	✓	
Ability to accurately collect, analyse and present data.	✓	
Excellent IT skills, in particular, MS Office packages and collaborative work platforms such as MS Teams.	✓	
<b>Leadership experience and achievements</b>		
Educated to degree level/level 6 vocational qualifications or equivalent level of practical experience		✓

# The Career Service

**The University of Cambridge Careers Service helps undergraduates, postgraduates and postdocs to prepare for their future. Our experienced and impartial team is here to provide support from day one to beyond Cambridge, focusing on exploring options, navigating the complex job market and looking at opportunities for further study.**

Our clients are high achievers. They're fiercely bright, driven and focused. So we have to make it clear that the Careers Service is an invaluable resource that should be used to best effect. We recognise that being at Cambridge can be tough, we see Imposter Syndrome all around us and so it's critical that at the Careers Service we are supportive and nurturing.

We offer both in-person and virtual events and careers fairs across many employment sectors. The Careers Consultants offer virtual 1:1 advice and guidance consultations and an extensive programme of briefing and skill sessions.

Our services are delivered via [Handshake](#), an innovative career development platform which also allows users to connect with peers and employers.

**28952** users have joined Handshake in the first 22 months of operation.

Users also have 24/7 access to a wide range of [digital tools](#) so that clients can progress their career journey when it suits them.

A composite image. On the left is a portrait of a woman with long brown hair, smiling. The center is a black background with white text. On the right is a landscape photo of an elephant in a savanna with mountains in the background.

**FROM MML TO INTERNATIONAL DEVELOPMENT**

**JANINA SCHNICK'S 5 TIPS FOR STUDENTS AND GRADUATES**

# Student Services Centre



**The Careers Service is located in the Student Services Centre, a mixture of new and refurbished buildings on the New Museums site in central Cambridge.**

**We are alongside other Departments providing key services to students and have access to high quality meeting and event space.**

The public facing areas of the Careers Service are in a refurbished Arts Library, providing modern study, interview and meeting space.

The office space has been furnished to a high standard, our staff worked alongside professionals to deliver a functional, pleasant working environment.

Staff follow a hybrid working model, a hot-desking system is in place and staff are well equipped to work from home.

A well equipped common room and a number of break-out spaces provide staff with the opportunity to socialise, eat and take part in well-

being activities organised by the staff themselves. There is an active 'green impact' team engaging staff in sustainable practices and re-cycling initiatives.

The Whale Café offers on site catering and seating both outside and indoors.

The Centre has covered, secure, cycle parking together with showers and drying rooms. This makes cycling a practical commuting option for many staff.



# Terms of appointment

## Tenure and probation

Appointments will be made on a fixed-term basis for a period of 15 months. 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 36.5 hours per week, working Monday – Friday. 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 CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For [Pensions](#) for further information.

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For 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. See [Information for disabled applicants](#).

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 [sscjobs@admin.cam.ac.uk](mailto:sscjobs@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



# 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.

“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.”

Professor 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.

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.

## **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'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.



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.

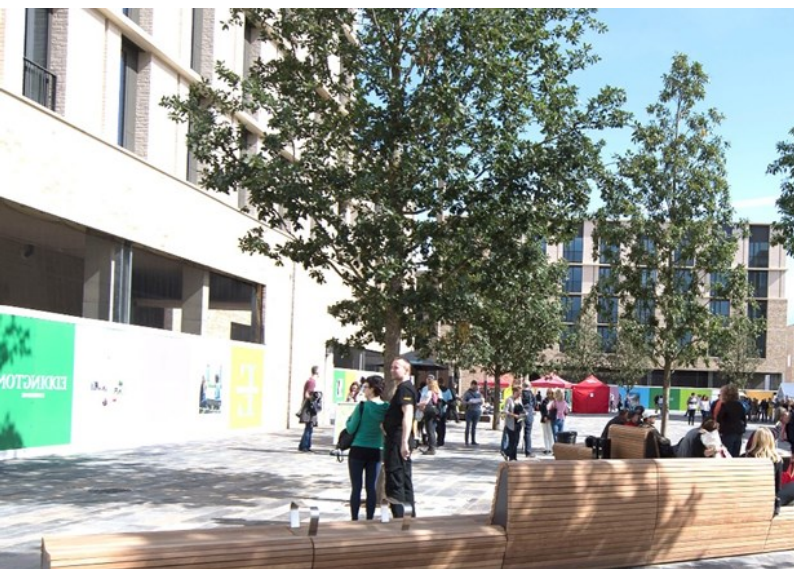
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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.

## 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 26 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 are 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 (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

## 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](http://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:

Eliza Welsford [eaw79@cam.ac.uk](mailto:eaw79@cam.ac.uk)

If you have any queries regarding the application process, please contact:

[SSCjobs@admin.cam.ac.uk](mailto:SSCjobs@admin.cam.ac.uk)

**The closing date for applications is: Sunday, 9th March 2025**

**The interview date for the role is: Wednesday, 26th March 2025**

