

Executive Manager (Maternity Cover)

The Loke Centre for Trophoblast Research,
Department of Physiology, Development &
Neuroscience

Closing Date: 9 July 2025

Job Reference: PM46199



Executive Manager (Maternity Cover)

Salary:

£35,116—£45,413

In addition to the base salary stated above, the successful candidate for this post will receive an additional 2.5% supplement to their pay

Contract:

12 months or the return of the post-holder, whichever is the earliest.

Location:

Central Cambridge

Department:

The Loke Centre for Trophoblast Research, Department of Physiology, Development & Neuroscience

Responsible to:

Professor Kathy Niakan

Working pattern:

Full-time or part time (minimum 0.8 FTE)

Purpose of the Role

The Loke Centre for Trophoblast Research (Loke CTR) Executive Manager will play a key role in supporting the research strategy and grand challenges of the Loke CTR. The Executive Manager will help steer the over-arching aim of the Loke CTR and will build and support networks within the Loke CTR and between the Loke CTR and strategic partners, nationally and internationally, thereby ensuring Cambridge remains a world leader in research in placental and reproduction related research. They will additionally be responsible for the day to day administration activities and process of the Centre in order to ensure efficient and effective operation. This role reports to the Director of the Loke CTR.

Key Responsibilities

- **Strategic development of long-term financial sustainability through philanthropic and grant applications:** Attract research funding and build networks with companies, funding agencies, academics and other organisations, both nationally and internationally. Develop long-term funding streams for the Loke CTR, including philanthropy, sponsorship and grant funding. Lead and assist in writing, revising and submitting collaborative research funding grant applications and philanthropic proposals in consultation with the Director, Loke CTR Principle Investigators (PIs), Department and University grants administrators, and Cambridge University Development and Alumni Relations (CUDAR). Liaise with grant administrators of other university departments or other universities where multi bidding is applicable, prepare progress reports for funding bodies.
- **Support research strategy and grand challenges of the Loke CTR:** Identify opportunities, convene meetings and workshops and follow up, monitoring relevant research, industry and policy developments, and giving advice to researchers on opportunities for collaboration. Proactively engage with PIs to encourage and support funding applications that are aligned with the Grand Challenges of the Loke CTR.
- **Operational support:** Provide administrative support to the Director of the Loke CTR, including providing cover for the Events and Communications Coordinator for diary co-ordination, room bookings, expense processing through Concur, preparation of necessary paperwork and documentation. Develop and provide operational support to the Loke CTR. Manage the use of office space and oversee and coordinate maintenance and refurbishments, , including organising meetings of local Loke CTR PIs. Act as Secretary to the Loke CTR's Board of Managers and Scientific Advisory Board, draft agenda, prepare papers, take and produce minutes and monitor follow-up actions. Prepare annual reports for the Scientific Advisory Board (SAB), funders and philanthropists.

In this building
Bob Edwards
succeeded in fertilizing a human egg
in vitro
This work revolutionised treatments
for infertility and laid the foundations
for human stem cell research



Executive Manager (Maternity Cover)

Key Responsibilities continued:

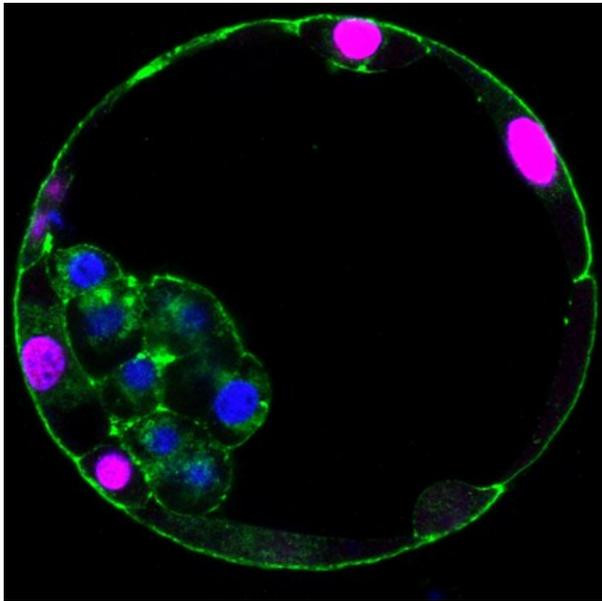
- **Financial management and administration:** Provide support to the Loke CTR Director to manage and oversee the budget. Process expense claims and accurately track expenditure, raise purchase orders, authorise and process invoices, monitor Centre expenditure within agreed budgets and ensure the University procurement procedures are followed. Provide some cover and support to the Loke CTR Licensing Manager and technicians to raise purchase orders and ensure regulatory compliance of licences. Monitor expenditure of individual postgraduate studentships and Next Generation Fellowships to ensure that it is properly planned and spent in accordance with the terms and conditions of the awards.
- **HR administration:** Coordinate HR related activities. Organise all aspects of recruitment for Loke CTR Next Generation Fellowships and Loke CTR-supported PhD studentships including receiving applications, arranging interview panels and making other arrangements for the interview day. Create databases for recording staff records of service in consultation with Departmental HR, arrange appraisals, co-ordinate new starter and leaver processes for staff, induct new members of staff.
- **Visitor administration:** Ensure all the relevant paperwork for visitors to the Loke CTR is in order before and on their arrival, passports / visas are checked and copies kept on file. Liaise with Departmental Administrators and HR over the appointment of staff and admission of students and end of contract arrangements. Help Loke CTR newcomers settle in efficiently. Allocate and oversee work of the Loke CTR Events and Communications Administrator to support visitor administration.
- **Events and networking:** Organise events and networking activities, including overseeing and allocating work of the Loke CTR Events and Communications Administrator to hold annual meetings, away days, seminars, training/teaching activities, public outreach and grant panel practice interviews. Invite speakers, facilitate and organise hybrid meetings, organise catering, assist with travel arrangements, organise catering, assist with travel arrangements, authorise expenditure within agreed budgets and promote events through relevant channels.
- **Communications:** Maintain and update the website for the Loke CTR, including an online membership directory, to share and publicise information about research pertaining to CTR activities. Oversee and allocate work for the Loke CTR Events and Communications Coordinator to promote the CTR profile on relevant social media and deliver a bi-weekly round up to the network. Develop promotional materials. Act as first point of contact for all enquiries to the Centre.
- **Centre Management:** Manage the day to day running of the Loke Centre, including the staff and the budget. Run weekly staff meetings, create and implement new procedures/processes and systems, ensure that these are followed by staff, maintain and adapt filing systems, allocate and prioritise work for self and others, manage all induction activity and paperwork for new staff to the office. Provide line management for the Events and Communications Coordinator and Technicians. Provide or arrange cover and support for all members of Loke CTR staff.

Person specification

	Essential	Desirable
Experience		
Experience working within a higher education or industry environment	✓	
Experience of managing complex projects to deadlines	✓	
Direct exposure to research grant applications (e.g. attracting research funding)		✓
Practical experience in scientific research, including either general cell, stem cell, embryo or organoid culture		✓
Project management experience in a research-related role		✓
Skills		
Excellent interpersonal and communication skills; including the ability to liaise credibly with academic colleagues and researchers and external contacts, demonstrating diplomacy and tact	✓	
Excellent writing skills; ability to draft complex documents and write for varied external audiences	✓	
Ability to work under pressure and meet deadlines	✓	
Knowledge and understanding of technology-related research	✓	
Excellent IT skills	✓	
Excellent organisational skills	✓	
Ability to synthesise and articulate concepts and to present complex data in an appropriate written or oral format	✓	
Self-motivation and the ability to work independently to a given set of objectives and to maintain a proactive rather than reactive approach to the demands of the role	✓	
Familiarity with design software and ability to confidently produce event materials (Adobe software or Canva)		✓
Qualifications		
A minimum of a first degree, or equivalent qualification in a scientific discipline	✓	
Additional Requirements		
Evening working (up to 7pm) on occasion during Loke CTR essential events with time off in lieu	✓	
Willingness to travel to national and international conferences and to meet with key collaborators	✓	
Willingness to undertake First Aid, Fire Warden and other training as required by the role	✓	



The Loke Centre for Trophoblast Research



The Loke Centre for Trophoblast Research was founded in 2007 as a centre of excellence to promote scientific study of the placenta, early development and maternal-fetal interactions during pregnancy. It brings together over 30 Principal Investigators, many of whom are recognized international experts in their fields. The Loke Centre for Trophoblast Research was one of the University of Cambridge's first inter-school initiatives, bridging research in the Departments of Physiology, Development, and Neuroscience, Obstetrics and Gynaecology, Pathology and allied institutes, including Metabolic Science, as well as the Sanger, Babraham and Gurdon Institutes.

<https://www.trophoblast.cam.ac.uk/>

In addition, the Centre embraces Fellows holding externally funded research fellowships, e.g. Sir Henry Dale and Dorothy Hodgkin fellowships, as well as its own Next Generation Fellows who are developing their independent research careers. This unique depth and breadth of expertise allows members to adopt an integrated and comprehensive scientific approach to understanding the complexity of placental biology.

Among the many landmark advances have been understanding how the trophoblast develops and the development of new technologies to study its physiology in the laboratory. The Centre has pioneered research to learn how metabolism affects the genetics of the placenta and how this has consequences through generations. We have shown the importance of the placenta for the life-long health of mother and child, and discovered early detection methods to improve pregnancy outcomes. Research at the Centre is world leading in the development of novel technologies including advances in the in vitro culture of organoids, human embryos, genome editing, and the study of egg and sperm cell biology.

The aim of the Loke Centre for Trophoblast Research is to promote intellectual cross-disciplinary interactions, foster research collaborations, and provide the highest international standard of teaching and research training. The Centre promotes research and teaching in placental and reproductive biology through Research Fellowships, Studentships, seminars, workshops, and infrastructural support.

Trophoblast research in its broadest sense is the study of the interactions between the fetus and the mother during pregnancy. Trophoblasts are the first cells made by the early embryo and they interact with the uterus, helping the embryo to implant and later develop its placenta, which nourishes and protects the developing fetus for months. Failure of trophoblast function leads to health risks to both mother and child, including during the child's adult life.

The Loke Centre for Trophoblast Research also makes significant contributions to the University's interdisciplinary Strategic Research Initiative on Reproduction which is focused on research organised around three grand challenges: the future of reproduction; maternal and fetal mortality; and inheritance, development and environment.



The Department of Physiology, Development & Neuroscience

The Department of Physiology, Development and Neuroscience (PDN) is engaged in teaching and research across a wide range of biological sciences - from cell and developmental biology, through cellular and animal physiology to systems neurosciences and human anatomy.

Currently there are 46 academic staff, involved in teaching and leading active research groups, 12 independent research fellows (funded by the Wellcome Trust, the Royal Society and others), over 70 post-doctoral researchers and circa 50 professional support staff. Research grant income amounts to around £10M annually, and flows from a variety of sources, including UKRI Research Councils, The Wellcome Trust, The Royal Society, European Research Council, Leverhulme Trust, British Heart Foundation. Our PhD students go on to prestigious fellowships and influential scientific positions worldwide.

The Department occupies two buildings in the Downing Site, which include Teaching Facilities, research laboratories equipped for diverse research programmes, and facilities such as the Cambridge Advanced Imaging Centre. It participates in a range of University Interdisciplinary Research Initiatives including Cambridge Neuroscience, Cambridge Reproduction, Cambridge Cardiovascular Disease, Metabolism, Stem Cells. Members of the Department contribute to several of the School of Biological Sciences Research Themes, including leadership roles in Neuroscience and in Reproduction, Development and Lifelong Health (<https://www.bio.cam.ac.uk/research/research-themes>). PDN also has affiliates in Cambridge Stem Cell Institute and the Gurdon Institute and is located close to other major biological departments including Psychology, Genetics, Biochemistry and Pathology. There are strong collaborative links with the Clinical School, the Veterinary School, and the MRC Centre for Brain Repair and the MRC Laboratory of Molecular Biology.

Research Activities: PDN sets itself the goal of sustaining a research enterprise of the highest international standard. Our central aim is to understand the relationship between Biological Structure and Function. The Department has the breadth of expertise, specialised research facilities and operative structures to conduct this research at all levels of biological organisation, ranging from gene expression through cell and tissue biology, ultimately to the analysis of the whole organism and its physiology and behaviour. The main research interests are set out on our web site (<http://www.pdn.cam.ac.uk/research/>).

Undergraduate teaching activities: The Department's extensive undergraduate teaching programme provides courses for medical, veterinary and science students. All academic staff are required to deliver lectures, teach practical classes and examine. The expectation is that new Lecturers would contribute to teaching across a broad range of Development, Reproduction and Physiology in 1st and 2nd-year undergraduate courses, as well as at more specialist level.

Life in PDN: A friendly and welcoming Department, PDN strives to create a workplace where everyone feels included and has a sense of belonging. It seeks to give staff and students support in making their work and studies as fulfilling as possible whilst respecting a healthy work-life balance. PDN recognises that its strength lies in the staff and students who work and study here and that the greater our diversity, the stronger we will be. We currently hold an Athena SWAN Bronze award and have a good gender balance (for example, of 19 Professors in PDN, 10 are women) and wish to improve our racial diversity. We encourage applications from all sections of society. <https://www.pdn.cam.ac.uk/intranet/equality-diversity-and-inclusion>.

The School Of Biological Sciences



The School of Biological Sciences encompasses the Faculty Board of Biology and the Faculty Board of Veterinary Medicine and is represented on the Faculty Board of Clinical Medicine. It has responsibilities across four Triposes (the Natural Sciences Tripos, the Medical Sciences Tripos, the Veterinary Sciences Tripos and the Psychological and Behavioural Sciences Tripos).

About the school

The School of Biological Sciences shares the Graduate School of Life Sciences, Graduate Committee and Medical Education Committee with the Clinical School. It has its own Degree Committee. It includes nine Departments and the Centre for Family Studies, plus five major research Institutes and an animal hospital. The School is a key player in the Cambridge Conservation Initiative as well as the majority of Cambridge Strategic Initiatives. The School is associated with the Museum of Zoology and the Botanic Garden. Key officers of the School plus details of relevant Research Ethics Committees (Human Biology, Psychology) can be found on the [School's website](#). Various subcommittees report to the Council, as required.

Formal representation on the Council of the School (its most senior decision-making body) is outlined in Chapter 8 of the University's Statutes and Ordinances. Heads of School Institutes, as well as Heads of Departments, are currently co-opted on to the Council, together with representatives of the three Faculty Boards. In addition, the Head of the Botanic Garden and a representative from the School of Technology attend as observers.

Most of the detailed information about research and teaching in the School is to be found on the departments' web sites. The members of the Gurdon Institute, the Sainsbury Laboratory and the Systems Biology Centre have affiliations with departments in the School. The Stem Cell Institute and Milner Institute also have affiliations within the School of Clinical Medicine.

Terms of appointment

Tenure and probation

Appointment will be made on a fixed-term basis of 12 months or the return of the post holder whichever is the earliest (reason for the limit of tenure: maternity cover). Appointments will be subject to satisfactory completion of a 6 probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full-time. We welcome applications from individuals who wish to be considered for part-time working (0.8 FTE minimum).

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, Tracey Flack, pdnhr@pdn.cam.ac.uk, who is responsible for recruitment to this position.

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.

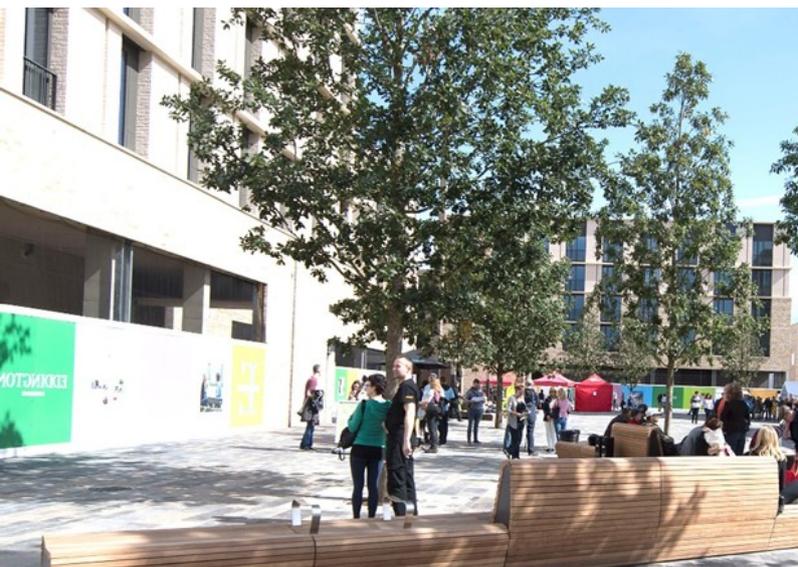
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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 by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Please ensure that you upload a curriculum vitae and cover letter indicating how you would contribute to the responsibilities of the post.

References will be requested from candidates after interviews.

Informal enquiries are welcomed and should be directed to: **Dr Erin Slatery**, Loke CTR Executive Manager, execmgr.lokectr@pdn.cam.ac.uk.

If you have any queries regarding the application process, please contact pdnhr@pdn.cam.ac.uk.

The closing date for applications is midnight on 9 July 2025.

Interviews will take place in late July/early August.

