

# Research Grants Administrator

The Minderoo Centre for Technology and Democracy (MCTD), Centre for Research in the Arts, Humanities and Social Sciences (CRASSH)

Closing Date: Sunday 27 July 2025

Job Reference: VM46592



# Research Grants Administrator

**Salary:**

£30,805–£35,116

**Contract:**

Fixed-Term until 31 October  
2025

**Location:**

Central Cambridge

**Faculty / Department:**

The Minderoo Centre for  
Technology and Democracy  
(MCTD), Centre for Research in  
the Arts, Humanities and Social  
Sciences (CRASSH).

**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.

**Role summary**

The Centre for Research in the Arts, Humanities and Social Sciences (CRASSH) invite applications for a Research Grant Administrator to support the Minderoo Centre for Technology and Democracy (MCTD). The role is expected to start in August 2025 or as soon as possible thereafter and will be fixed term until 31 October 2025 in the first instance.

The role holder will be responsible for co-ordinating the efficient running of the grant activities on behalf of the Minderoo Centre (MCTD) director in order to ensure smooth running of the project and offering secretarial support to the MCTD director.

The Research Grants Administrator will work closely with the Centre Administrator and other members of the team. The successful candidate will provide administrative, clerical, HR, event organisation, publicity and project financial administration support as required.

The Minderoo Centre for Technology and Democracy is an independent team of academic researchers at the University of Cambridge, who are radically rethinking the power relationships between digital technologies, society and our planet. The Minderoo Centre for Technology and Democracy is based in CRASSH (University of Cambridge Centre for Research in the Arts, Humanities and Social Sciences). The Minderoo Centre for Technology and Democracy is a member of an international network of academic programmes established to rebalance power and restore agency in a world dominated by digital platforms, called the Tech Impact Network. Through an ambitious research agenda, the Centre delivers positive changes to society's relationship with digital technologies. The Minderoo Centre for Technology and Democracy is seeking to appoint a Research Grant Administrator. The role holder will be responsible for co-ordinating the efficient running of the grant activities on behalf of the Minderoo Centre (MCTD) director to ensure smooth running of the project and offering secretarial support to the MCTD director.

CRASSH is one of the biggest and most active research centres in Europe with research programmes that produce over 300 research events each year, from high-profile public lectures to small, research-intensive workshops.

# Research Grants Administrator

## Key responsibilities

### Project Administration (30%)

- Co-ordinate and oversee administration of the project(s). Assist with preparing project outlines and plans, monitor and report on project milestones, deadlines and deliverables, create and maintain project website, maintain and update project records, distribute documents relating to the project, liaise with stakeholders as required.
- Using the UFS Grants Module and spreadsheets to monitor expenditure against the terms and conditions of awards.
- Provide regular expenditure reports to the project director.
- Carry out budget forecasting exercises.
- Liaise with CRASSH accounts staff for the processing of invoices, expense claims, purchase orders.
- Liaise with the MCTD team and Centre Coordinator over reporting deadlines and meeting all terms and conditions of the award.

### Financial and Administrative Support (30%)

- Carry out project financial administration. Monitor expenditure against budgets using the university financial system, process expenses claims, process invoices, raise purchase orders, manage purchasing requisitions in accordance with University financial procedures and financial regulations.
- Provide administrative/ secretarial support to the MCTD director and project committees. Organise meetings and events, organise travel, accommodation, catering, prepare agendas and other papers and circulate, take minutes and follow up action.
- Providing clerical support to the project directors and project staff. This will include answering general enquiries, correspondence, diary management, setting and monitoring project deadlines in accordance with the terms of the awards, creating and maintaining a database, organising meetings, taking minutes, assist with travel arrangements, photocopying and distributing material for meetings and seminars, ordering books, filing and record keeping.
- Assisting in the preparation of reports for funders and other stakeholders.

# Research Grants Administrator

## Key responsibilities continued...

### Event Management (30%)

- Co-ordinate and support project related activities and events. Organise project events such as public talks/conferences, workshops, training sessions. Make all necessary arrangement including booking rooms and AV support, event registration/promotion via social media/website, coordinating travel arrangements where necessary, catering, dealing with expenses claims.
- Undertake publicity activities linked to the project. Maintain and update the project website, publicise events and activities of the project, disseminate information using appropriate media.
- Organisation of weekly work in progress meetings, workshops, international conferences, exhibitions or other project specific events for project members.
- Booking venues, booking space in the CRASSH calendar, arranging speaker accommodation, arranging catering, managing the online booking system for external delegates, arranging publicity (with CRASSH Communications team).
- Settling expenses claim forms, arranging AV and technical requirements, managing event budgets and finalising budgets after events.

### HR (10%)

- Carryout HR administration and payroll related activity. Keep accurate records of sickness and absence recording, ensure that payroll information is collated and sent in time as required, advice on HR policies and procedures, take responsibility for visiting researchers and visiting students, ensure all relevant documentation and paperwork is completed.
- Assist in any recruitment (of post doctoral researchers and other staff) as required over the life of the project.
- Assist the CRASSH Centre Manager in ensuring that induction, probation and appraisal process are in place for project staff.

# Person specification

	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to HND, HNC, level 4/5 vocational qualification or equivalent level of practical experience.	✓	
<b>Specialist Knowledge and Skills</b>		
Excellent IT skills and proficiency in the use of Office and database packages.	✓	
Numerate with experience of managing budgets.	✓	
Excellent organisational and administrative skills and the ability to work well under pressure.	✓	
Ability to organise and prioritise own workload, work systematically on a number of tasks, and meet competing deadlines	✓	
Knowledge of (or ability quickly to learn) the University Financial System, specifically the Grants Module.	✓	
Demonstrate factual & theoretical knowledge of Project Administration/Coordination	✓	
<b>Interpersonal and Communication Skills</b>		
Excellent communication skills, both written and oral.	✓	
Ability to work diplomatically, authoritatively and with confidence with a wide range of people.	✓	
Ability to work on own initiative and work well as part of a team.	✓	
<b>Relevant Experience</b>		
Prior administrative/clerical experience is required.	✓	
Prior work experience in an academic setting.		✓
Experience of organising events.	✓	

## Declaration on Research Assessment

The University of Cambridge is a signatory to the San-Francisco Declaration on Research Assessment (DORA), and in recruitment or promotion evaluations will assess research on the basis of its merits rather than the journal or venue in which it is published. Applicants should not include Journal Impact Factors or uncontextualized metrics in their applications. Full details are at: <https://www.research-strategy.admin.cam.ac.uk/research-policy/DORA>

# Centre for Research in the Arts, Humanities and Social Sciences (CRASSH)

The Centre for Research in the Arts, Social Sciences and Humanities (CRASSH) supports, promotes and conducts interdisciplinary research of the highest order and is one of the biggest and most active research centres in Europe. CRASSH hosts a broad range of research projects and centres, runs over 300 events a year, supports research networks and research labs, and welcomes visiting scholars from around the world. The Centre is located for administrative purposes in the School of Arts and Humanities, but it also works closely with the School of Humanities and Social Sciences and indeed many other faculties and departments across the University. It receives funding from several different sources, including the University, research councils, foundations, charities, and private donors. The Centre is led by the Director, Professor Joanna Page. Its multiple programmes are supported by a team of professional staff, headed up by the Centre Manager, Mette H. Rokkum Jamasb.



# Minderoo Centre for Technology and Democracy (MCTD)

MCTD is hosted by CRASSH and supported by the Frontier Tech initiative. The MCTD directorate is guided by steering groups and advisory boards drawn from various constituencies.

The Minderoo Centre for Technology and Democracy in CRASSH is the first node in a planned international network of academic centres established to rebalance power and restore agency in a world dominated by digital platforms. The researchers will be part of Minderoo Foundation's Global Tech Impact Network, which will involve the exchange of researchers and expertise across nodes at research institutions around the world. The ambition is to enlighten and empower a global public that can view digital technology as a source of personal and collective power, not fear. It will do this by fostering academic research and public advocacy to persuade governments that existing laws should be enforced and new legislation developed to ensure that, especially in tech-importing countries, people are protected, and inequality is not embedded and reinforced. The aim is to produce evidence-based research to stimulate regulatory intervention aimed at fostering pro-public realisations of the benefits of an information economy.

## The Goal

Ultimately, what this global project is about is building a safer world, designed for agency and freedom. We are familiar with what this looks like in every other domain of industry, where codes, laws, and standards all coexist to guarantee personal safety. But digital technology exists in a state of exception, despite our deep dependency on it. There is a need to develop processes that shift responsibility away from individuals and back onto governing institutions and corporate platforms. Accountability must rest with those in power – political and corporate: societies should not continue to expect individual citizens to think through so much complexity, risk, and harm in order to access products and services, work, and more.

The Minderoo Centre for Technology and Democracy will initially focus on four specific areas, each of which draws on distinctive strengths within the University:

- **Public Understanding:** developing innovative ways of enhancing public understanding of digital technology and building journalistic capacity to critically interrogate tech platforms -- including their business models, data protection and handling, political lobbying and exploitation of capabilities of the technology.
- **Environment:** examining the environmental impact of ICT to acquire and disseminate an informed, independent assessment of the planetary consequences of the industry's continued rate of expansion.
- **Work:** building an appreciation of the significance of meaningful work for people and communities. This will include the rise of the gig economy with its attendant insecurities, work patterns and 'management by algorithm'; and the democratic implications of technologies which eliminate rather than create jobs.
- **Trust:** a study of how digital technologies and the organisations that deploy them can become more trustworthy than they are at present.

# The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research in the Arts, Social Sciences and Humanities
- University of Cambridge Language Centre
- Institute for Technology and Humanity

Combined, these institutions have a total annual budget in excess of £45million, 700 staff and 3,500 students. The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

## Vision

The Strategic Vision of the School of Arts and Humanities is to retain its position in the world top five. We see this not as a simple metric but as a challenge for which we must foster a culture and practice of openness: to countries and traditions around the globe, to major themes, to new ways of teaching, to diversity in our student intake and staff recruitment, to inclusiveness in our career development, and to the breaking down of structures that prevent us achieving the ambitious goals we set ourselves.

# Terms of appointment

## Tenure and probation

Appointments will be made on a permanent / fixed-term basis until 31 October 2025 in the first instance.

## Hours of Work and Working Pattern

The hours of work for the position are full time, 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 further information please visit: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## 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. 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 School's HR Team on [sahhr@admin.cam.ac.uk](mailto:sahhr@admin.cam.ac.uk), who are 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.

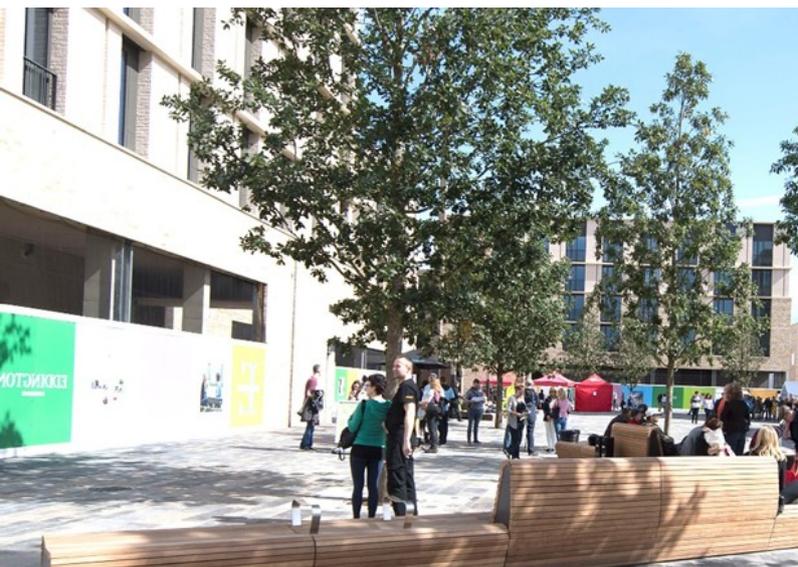
If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races 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](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 about the role or application process are welcomed and should be directed to the School’s HR Team on [sahhr@admin.cam.ac.uk](mailto:sahhr@admin.cam.ac.uk).

The closing date for applications is midnight (BST) on **Sunday 27 July 2025**. Interviews are planned to take place on Monday 04 August 2025, subject to change.

