

PEMBROKE COLLEGE

ADMISSIONS

ASPIRING SCIENTIST TRAINING PROGRAMME CHAPERONE



APRIL 2024

CAMBRIDGE

THE ROLE

The Pembroke Admissions Office is looking to recruit two Aspiring Scientist Training Programme Chaperones, to assist the Schools Liaison and Admissions Support Officer, and the Deputy Director of Admissions and Head of Widening Participation, with the delivery of the Pembroke elements of the Aspiring Scientist Training Programme (ASTP) Residential in July 2024.

The ASTP is a collaborative initiative funded by the Isaac Newton Trust, between:

- The Gurdon Institute
- St Catharine's College
- Pembroke College
- Sainsbury Laboratory
- Cambridge Institute for Medical Research
- MRC-Mitochondrial Biology Unit
- Wellcome-MRC Institute of Metabolic Science
- Department of Pharmacology
- Department of Biochemistry
- MRC Toxicology Unit

It will afford successful applicants the opportunity to spend a week in Cambridge, staying at a Cambridge College, and attending labs, workshops, and advice and guidance sessions organised by the different participating collaborators. Attendees will be in year 12 (S5 in Scotland, year 13 in NI), attending state schools, and meeting a range of widening participation criteria. Pembroke will host 23 students, and St Catharine's the remainder.

Additional information on the ASTP can be found here:

<https://www.gurdon.cam.ac.uk/programmes/astp/>.

The successful applicant will act as chaperone to the attendees assigned to Pembroke, being responsible for them when they are not undertaking activities in the various academic departments. The role will require high levels of organisation and people management skills, as well as the ability to work collaborative with the second chaperone to ensure the smooth running of the programme and the safety of participants. Chaperones will stay overnight in College, and be the first point of contact for event attendees during the residential.

ORGANISATION CHART

**DEPUTY DIRECTOR OF ADMISSIONS AND
HEAD OF WIDENING PARTICIPATION**



**SCHOOLS LIAISON AND ADMISSIONS
SUPPORT OFFICER**



**ASPIRING SCIENTIST TRAINING
PROGRAMME CHAPERONE**

SALARY & HOURS

£12.00 per hour, plus holiday pay.

Hours of Work:

Variable hours of work, but including 08:00-10:30, and evenings.

Fixed Term from 7th-12th July 2024.

Safeguarding training is essential for this role and the postholder will be required to attend one training session, the date for this is the **20th June 2024**.

Successful candidates will be required to undertake an enhanced DBS check.

The chaperones will be expected to stay overnight in College during the residential, the College will provide accommodation for this. The College will also provide breakfast and evening meals on the days of the residential.

JOB DESCRIPTION

This job description and person specification outline the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Responsible to: Schools Liaison and Admissions Support Officer; Deputy Director of Admissions and Head of Widening Participation.

Responsible for: Participants taking part in the Aspiring Scientists Training Programme.

Location: Pembroke College, Cambridge. Travel to University departments and other parts of the city will be necessary.

Skills:

- Knowledge of, and commitment to, outreach and widening participation to HE in the UK.
- Awareness and understanding of the issues that may affect recruitment, especially of under-represented groups, to Cambridge.
- Knowledge of the Cambridge undergraduate system.
- Excellent and well-developed communication skills (including presentational), capability to interact with different sized groups of students of various ages from schools and colleges across the UK.
- Good team worker.
- Sensitivity and flexibility in working with a diverse range of people of all ages.
- Good time management skills.
- Excellent interpersonal, listening and negotiating skills.
- Ability to problem solve.
- Ability to prioritise tasks appropriately.

Work Experience: No previous work experience required, but successful candidates will preferably have had some experience of Pembroke College outreach work, or similar, with school students.

Main Duties and Responsibilities:

- To oversee the delivery of the Pembroke elements of the Aspiring Scientists Training Programme during the residential.
- To ensure attendees make it to the different elements of the programme in a timely manner.
- To deliver evening activities, and accompanying attendees on pre-organised evening activities.
- To register attendees each day at breakfast, to ensure everyone is present.
- To respond to challenges that may arise, and approaching the relevant person for additional support when required (e.g. Porters; Admissions Staff).
- To be the first point of contact for residential attendees during the residential event, and always act in a professional and appropriate manner with minors.
- To represent the College to participants, and answer questions regarding personal experiences of studying at Cambridge.
- To direct queries that are not experience based to the Pembroke Admissions Office as appropriate.
- To be familiar with, abide by, and promote University and College policies and procedures. This is particularly pertinent to procedures around safeguarding.





PERSON SPECIFICATION

Essential

Qualifications/academic achievements/education

- Current post-graduate student or Post-doctoral Research Associate at Pembroke College, University of Cambridge.

Skills/knowledge/training

- Knowledge of, and commitment to, outreach, widening participation to HE in the UK.
- Awareness and understanding of the issues that affect recruitment, especially of under-represented groups, to Cambridge.
- Knowledge of the structure and systems of the University of Cambridge.
- Knowledge of the Cambridge undergraduate system.

Experience

- Experience of speaking to groups.

Personal attributes

- Excellent and well-developed communication skills (including presentational), capable of interacting with different sized groups of students of various ages from schools and colleges across the UK, as well as with teachers, parents, and staff at Pembroke College.
- Good team worker.
- Good time management skills.
- Sensitivity and flexibility in working with a diverse range of people of all ages.
- Ability to recognise when additional support is required, and to ask for this.

Special Conditions

- Weekend and evening working will be required during the residential.
- Flexible hours will be required.

Confidentiality

- The postholder may work with personal data and will need to maintain appropriate levels of confidentiality.

Desirable

- Undergraduate degree from University of Cambridge
- Safeguarding training
- Experience of widening participation/outreach/recruitment work.
- Experience of working with young people.
- Experience of being responsible for large groups.

ADDITIONAL INFORMATION

Health and Safety:

Persons engaged in work for Pembroke College must adopt a responsible attitude towards health and safety and comply with any procedures as required by the College in order to ensure the health, safety, and welfare of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training required in relation to health and safety or which is identified as necessary in relation to their work.

The College operates a non-smoking policy; smoking is only permitted in the designated smoking areas.

Safer Recruitment:

As part of our safer recruitment practices posts will be subject to the relevant compliance checks including an enhanced DBS check.

Equal Opportunities:

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, identity, sex, disability, religion/belief, sexual orientation or age.



HOW TO APPLY

If you would like to have an informal conversation about the post, or require this pack in a different format, please contact:
Aimee-Jane.Denman@pem.cam.ac.uk

Please complete an [Application Form](#) and [Rehabilitation of Offenders Form](#) (compulsory), and an [Equal Opportunities Form](#).

Completed application forms can be emailed to: hr@pem.cam.ac.uk or alternatively posted to The HR Office, Pembroke College, Trumpington Street, CB2 1RF. Please do not include separate CVs.

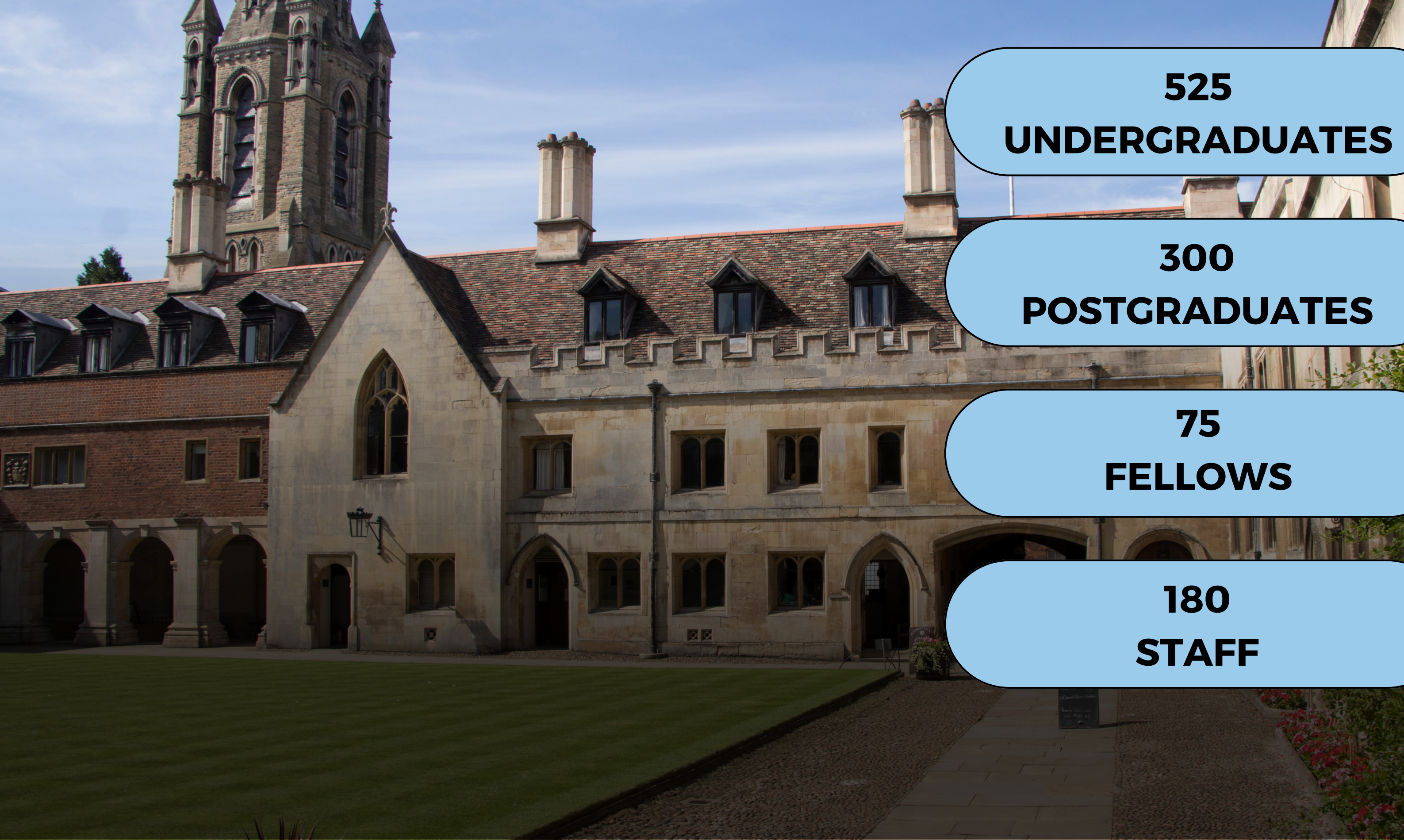
Closing Date: Friday 3rd May 2024 at 09:00am

Interview Date: Friday 10th May 2024

We look forward to hearing from you.

[Privacy Statement](#)





**525
UNDERGRADUATES**

**300
POSTGRADUATES**

**75
FELLOWS**

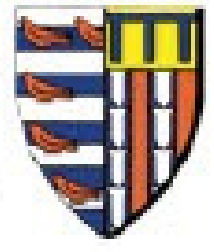
**180
STAFF**

INTRODUCING PEMBROKE COLLEGE

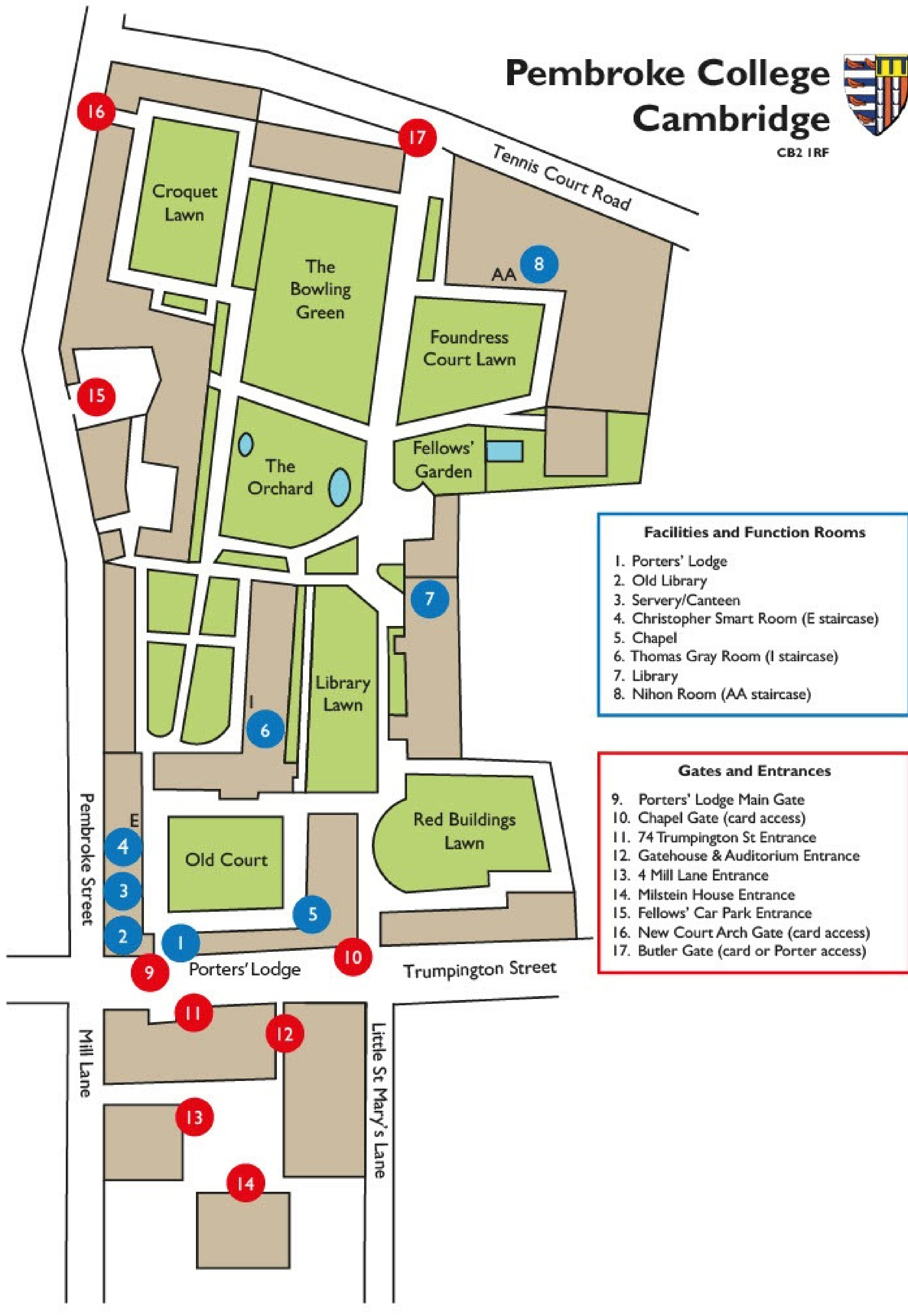
Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. Located in the heart of the University city, Pembroke presents a tranquil environment with varied architectural styles framing beautiful gardens and open courts.

The College today is an intimate yet diverse community, committed to welcoming students of exceptional talent regardless of their social, cultural or educational background. Pembroke thrives on conversations, between generations and disciplines - between undergraduates, graduates and senior Members, between current students and our alumni, and between the academy and the wider world.

Pembroke College Cambridge



CB2 1RF



Facilities and Function Rooms

1. Porters' Lodge
2. Old Library
3. Servery/Canteen
4. Christopher Smart Room (E staircase)
5. Chapel
6. Thomas Gray Room (I staircase)
7. Library
8. Nihon Room (AA staircase)

Gates and Entrances

9. Porters' Lodge Main Gate
10. Chapel Gate (card access)
11. 74 Trumpington St Entrance
12. Gatehouse & Auditorium Entrance
13. 4 Mill Lane Entrance
14. Milstein House Entrance
15. Fellows' Car Park Entrance
16. New Court Arch Gate (card access)
17. Butler Gate (card or Porter access)