

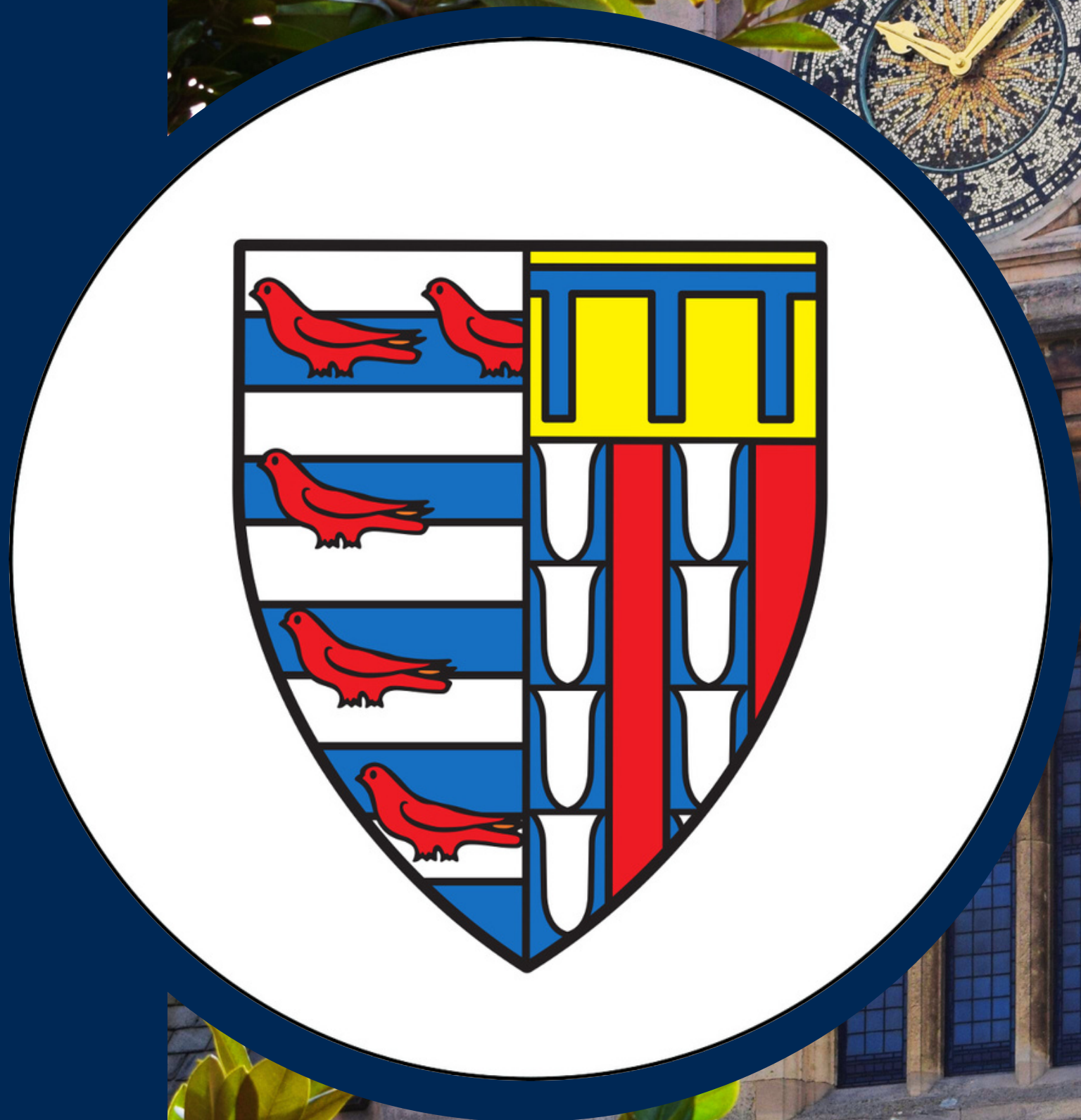
PEMBROKE COLLEGE

INTERNATIONAL PROGRAMMES

PROGRAMME
ASSISTANT
(FIXED TERM)

PEMBROKE
CAMBRIDGE
SUMMER
PROGRAMME

2024



CAMBRIDGE

THE DEPARTMENT

Pembroke College has been offering international students the exceptional opportunity to live and learn in Cambridge for over 40 years.

The International Programmes Department (IP) is responsible for the design, production and implementation of a range of short-term educational vacation and semester programmes.

The Pembroke Cambridge Summer Programme offers students from

around the world the chance to enjoy outstanding teaching in a beautiful academic environment, whilst the competitive Semester Programme offers academically outstanding students the opportunity to follow a degree course as a fully matriculated member of the University.

Vacation programmes are also delivered to students from a number of Japanese partner universities offering instruction in English language alongside academic subjects.

PEMBROKE CAMBRIDGE SUMMER PROGRAMME

The Pembroke Cambridge Summer Programme provides an opportunity for around 250 international students (primarily undergraduates) to enjoy outstanding small-group teaching, over a six-week period in the summer.

The students are primarily undergraduates, and most transfer credit back to their home institution from the courses they take at Pembroke College.

You can read more about the programme on our [website](#).

THE ROLE

Employment dates (inclusive): 1 July - 17 August 2024

The first week will mainly consist of training and setting up, ready for the programme participants to arrive on Saturday 6 July.

Programme Assistants (PAs) are integral to the smooth running and successful delivery of programmes. Duties include:

- Helping international students make the most of their Cambridge experience
- Organising and leading social activities
- Providing practical classroom support
- Helping students settle into College life
- Giving pastoral support to students



JOB DESCRIPTION

Responsible to: Pembroke Cambridge Summer Programme Director

Location: Pembroke College

Qualifications/education: Current university student or recent graduate

Skills:

- Strong communication skills
- Excellent organisational skills
- Ability to work to determined deadlines
- Ability to cooperate and work effectively as part of a team

Budget Responsibilities: None

Work Experience: Previous experience in a comparable role desirable but not essential

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

SALARY & HOURS

£605.18 per week

Including holiday pay. Tax will be deducted from this total as applicable.

Accommodation will also be provided for the duration of your employment.

Programme Assistants work up to 45 hours per week on average for the duration of the programme. The actual hours worked in a given week are scheduled by the Programme Director and may vary week by week.

Evening and weekend work will be required.



MAIN DUTIES & RESPONSIBILITIES

Arrival:

- Programme Assistants (PAs) begin their employment just under a week before the arrival of the students. During this time, they prepare materials (e.g. student welcome packs, notice boards, PA rotas) and engage in training (e.g. health and safety, first aid, team-building).
- On student arrival day, PAs welcome students, answer enquiries and, alongside members of International Programmes (IP) staff, assist with student check-in, helping to ensure compliance with visa check requirements.
- During the first week of the programme, PAs assist with the orientation sessions for students.

Academic support:

- Set up and take down teaching rooms and equipment as required and provide administrative and IT support for teaching staff.
- Assist in the administration of examinations/ course assessments where needed.

Social programme:

- Assist at receptions, Formal Halls and other events.
- Organise and run a daily schedule of cultural, educational, sporting and social activities.
- Assist with organised field trips and take responsibility for small groups, keeping registers and familiarising themselves with risk assessments.
- When necessary, take payment for trips and activities using a contactless card machine; keep meticulous records and ensure all Finance procedures are followed.
- Devise and monitor “sign up” sheets for trips and activities as necessary.

- Contribute to weekly PA bulletin for students.

Pastoral care:

- While the ultimate responsibility for the pastoral care of students falls to the IP team, PAs support pastoral care by acting as a point of contact for students and providing assistance, including if a student is unwell or injured.
- PAs live in college accommodation alongside students and, whilst not expected to be on duty 24 hours a day, PAs should be ready to support students if needed.
- All PAs will participate in the on-call rota on evenings (including overnight) and weekends and, when on-call, will abide by the on-call requirements and carry the on-call telephone at all times, acting as the first point of contact and referring serious problems to the IP team.
- Ensure that all student related data regarding pastoral care is treated with appropriate confidentiality.

Departure:

- Assist with end of programme activities including student checkout, collecting and returning keys/swipe cards and equipment, and clearing out of the programme office.
- PAs will remain on duty until lunchtime of the final day of the programme.

Special responsibilities:

- Certain specific responsibilities will be assigned to individual PAs or to small committees within the PA group.

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Pembroke College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.

PERSON SPECIFICATION

ESSENTIAL

Qualifications/ academic achievements/ education

- Current university student or recent graduate

Skills/knowledge/training

- Excellent interpersonal skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships
- Cultural sensitivity
- Familiarity with Cambridge College environment
- Ability to cooperate and work effectively as part of a team
- Good organisational skills and the ability to work to deadlines
- Ability to partake in some limited manual handling activities

Experience – type and depth of experience required to do the job

- Previous experience of effective team working
- Previous experience of planning and delivering activities and events

Personal attributes

- Personable
- Punctual and reliable
- Flexible and positive attitude
- Confident and patient
- Self-driven and motivated
- Willing to lead and participate in extracurricular activities
- Able to enthuse others
- Physically capable of walking and climbing stairs, due to the active nature of the role and different working locations across and outside College

Special Conditions

- Must be able to work evenings and weekends as required
- It is expected that any annual leave taken will be at times convenient to the curriculum

DESIRABLE

Qualifications/ academic achievements/ education

- First Aid qualification

Skills/knowledge/training

- Knowledge and/or experience of other cultures
- Awareness of Health and Safety at Work
- Awareness of Safeguarding

Experience – type and depth of experience required to do the job

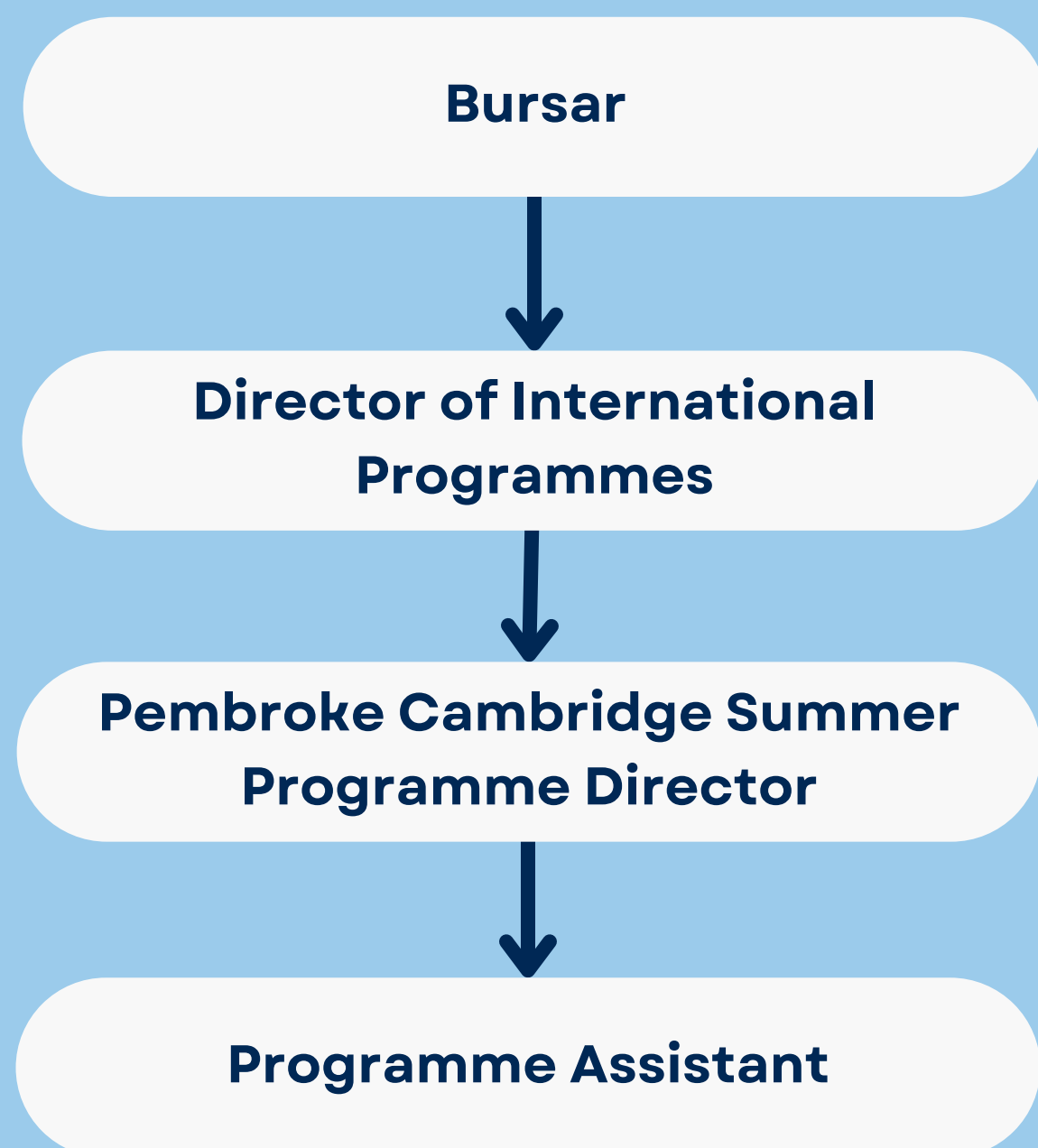
- Previous experience in a comparable role
- Experience of pastoral care for students
- Experience of using Microsoft Office Suite

Confidentiality

- Awareness of issues of confidentiality, GDPR and Data Protection



ORGANISATION CHART



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 where this is appropriate.

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

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

If you have any questions about the role, please do not hesitate to email us on ipemployment@pem.cam.ac.uk.

We look forward to hearing from you!

Applications close at noon on Wednesday 7 February and interviews will take place until the beginning of March. Please be aware that up to 5 candidates will be in each session.

Please see our [Privacy Statement](#) for more information on how we handle your data.

IMPORTANT INFORMATION

University Work Restrictions

The University has restrictions on students working. You should check the information below before making an application to make sure you are allowed to work, particularly if you are not an undergraduate:

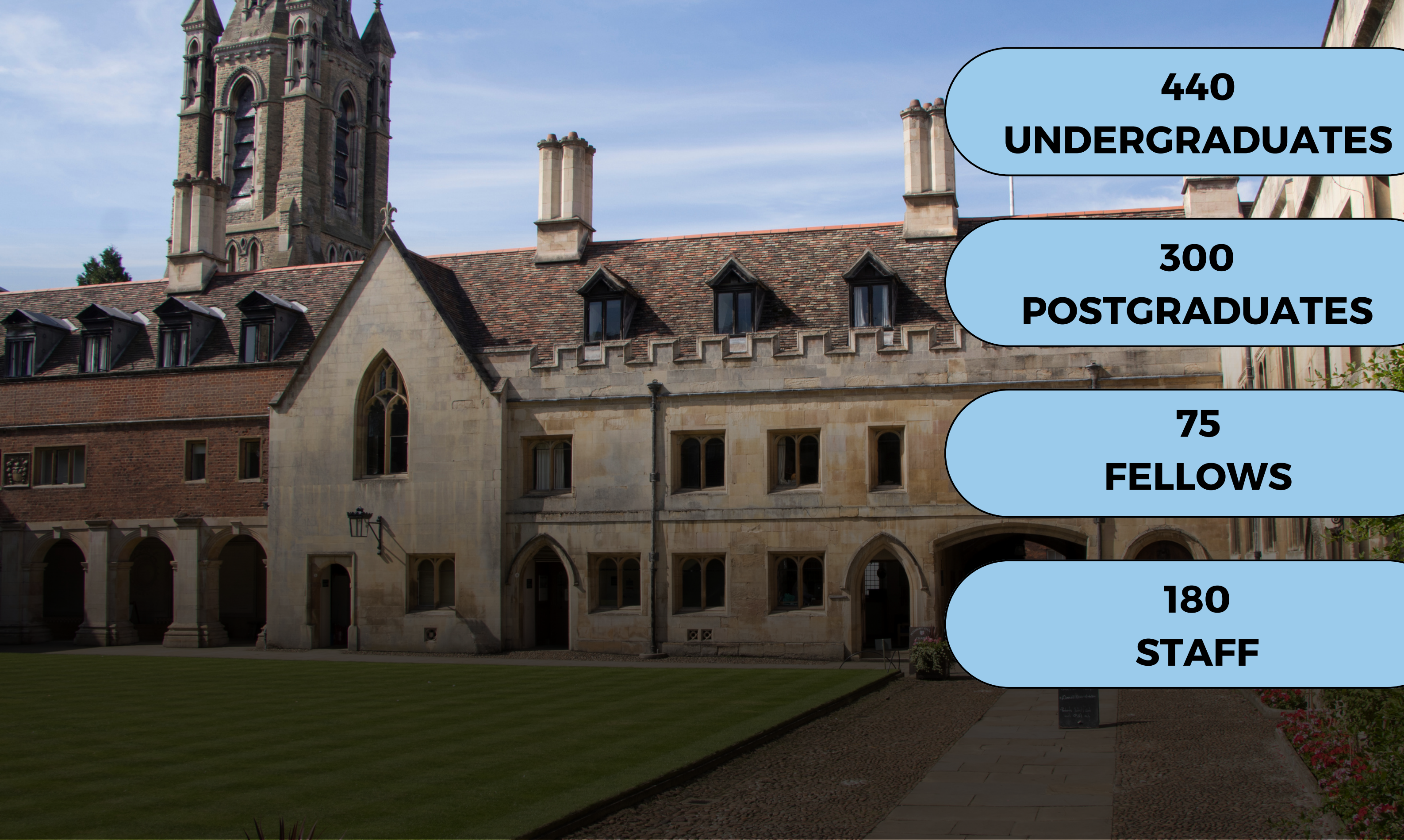
[Working and studying](#)

[Postgraduate students: working while you study](#)

Right to Work Documentation

We are required to check you are legally entitled to work in the UK. Successful candidates will need to have provided appropriate right to work documentation (e.g. passport or share code and DOB) when requested (normally at the point of interview).





440
UNDERGRADUATES

300
POSTGRADUATES

75
FELLOWS

180
STAFF

INTRODUCING PEMBROKE COLLEGE

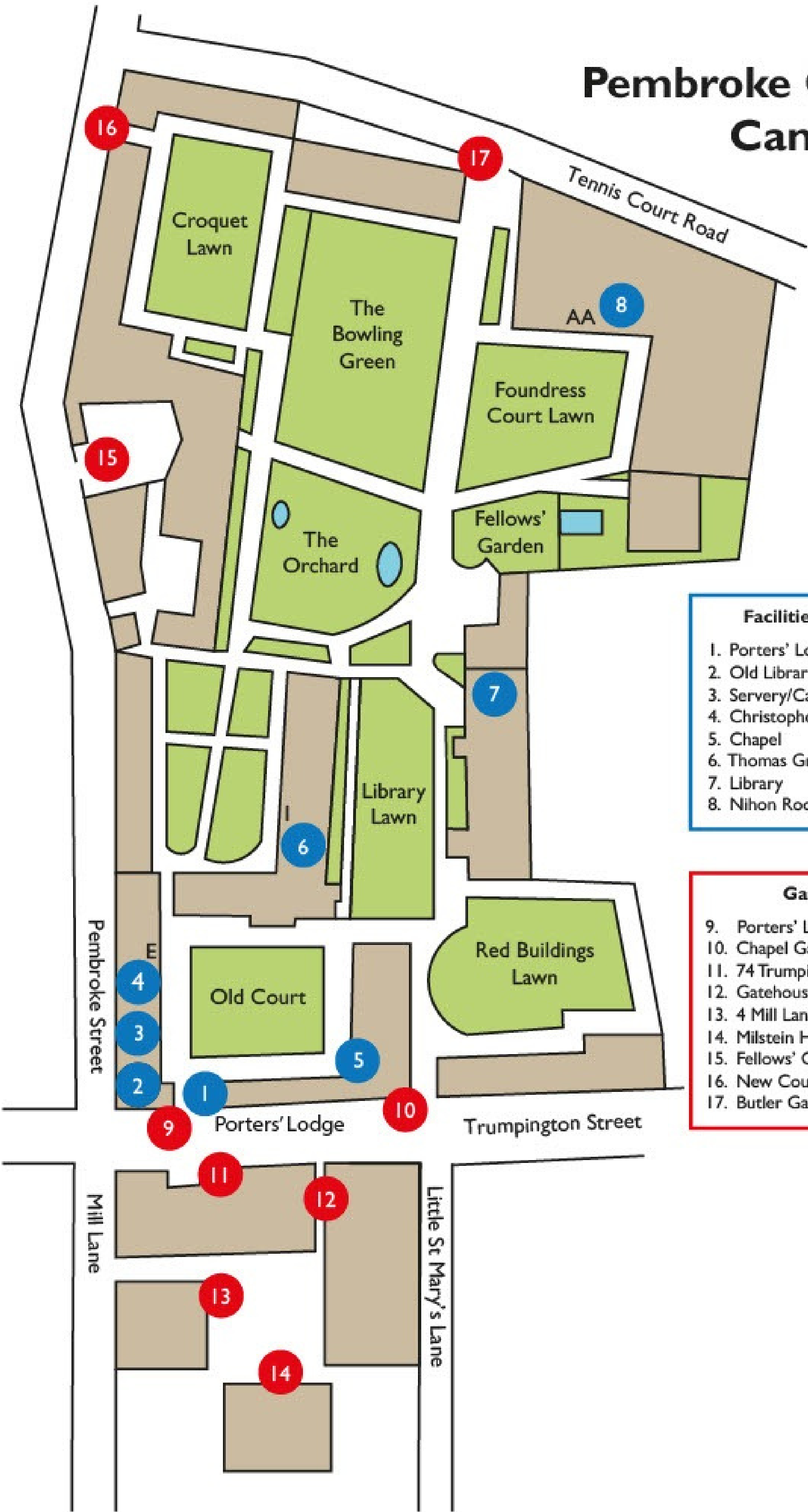
Pembroke College, founded in 1347 by Marie de St Pol, Countess of Pembroke, is proud of its traditions. The third oldest of the Cambridge colleges, it was the first to have its own Chapel, and in the stained glass windows there and in our Library is evidence of the way we make light of that history. 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, and giving them the benefit of contact with a large and distinguished Fellowship. 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)