Communications Officer
(Secondment cover 12 months - fixed term)

Job Description

Gonville & Caius is one of the oldest and largest Colleges of the University of Cambridge. Founded in 1348, it combines the best of Cambridge tradition with 21st century teaching and research.

Caius’ beautiful Old Courts are located right in the heart of Cambridge. The College is home to an academic community of around 780 undergraduate and postgraduate students, together with 110 Fellows and almost 200 staff.

Gonville & Caius is looking to appoint a Communications Officer to cover the College’s busy general communications role while the Head of Communications is on internal secondment developing alumni communications.

Summary and purpose of the role

Gonville & Caius is looking for an enthusiastic and creative Communications Officer to work on both external and internal communications and promote the College as a place to study, research, teach and work.

The role involves sourcing and writing compelling and original news stories for the College’s website and intranet and ensuring both sites are accurate and up to date, as well as managing and developing Caius’ social media channels, both in conjunction with the Head of Communications.

The Communications Officer will also promote the College through external media, and provide marketing and other support for events aimed at potential applicants and others.

Responsible College Officer: The Senior Bursar

Responsible to: The Head of Communications

Primary responsibilities

- Maintain and boost further the profile of the College through a variety of media
• Promote a sense of community within the College through the sharing of information and stories in a clear and attractive way
• Work alongside the Head of Communications to continue to develop effective and imaginative ways to improve all forms of internal and external communication at Caius.
• Manage the content of the College website and intranet on a day-to-day basis.
• Prepare regular news features for the College website.
• Manage the College’s social media presence in collaboration with the Head of Communications, taking account of audiences and appropriate “voice”.
• Assist in other duties and new projects that are compatible with the role of Communications Officer.

Personal specification

• Excellent listening, communication (verbal and written), interpersonal and presentation skills.
• Ability to negotiate and interact with a wide variety of people.
• Excellent IT skills. Post involves use of the Drupal CMS, Microsoft Office suite, Resource Space, Photoshop. Training will be provided.
• Ability to work both unsupervised and as part of a team and to take the initiative.
• High level of literacy, with the ability to produce accurate and compelling content for a range of audiences.

Essential attributes

• The holder of the post will require excellent written skills and experience of web and digital communications.
• Experience in the use of video would be an advantage.
• MS Office experience is essential, and applicants should be competent in web editing. They should have strong attention to detail and be able to work well both alongside others and without supervision.
• Excellent interpersonal skills, and the ability to work together with students, Fellows and staff, are crucial.

Hours of work

This job is full-time but a part-time role may be possible. The standard working week is 40 hours per week, five days out of seven. However, the ability and willingness to adopt a flexible approach to working hours is expected and you will be required to work hours outside the normal working week or additional hours in order to meet the requirements of the role and the needs of the College. Appropriate time off in lieu arrangements will be made to cover extended working days.
Health and Safety
All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and anyone else who may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

Salary
The appointment carries a salary of around £30,000 per annum full time equivalent.

General
The appointment will be subject to a six-month probationary period. The annual leave entitlement is 33 days (including Bank and public holidays). A free meal is provided for staff whilst working more than four hours per day. The college has a pension scheme (Universities Superannuation Scheme) to which the successful candidate would be automatically enrolled. The College also offers a medical cash back scheme.

Completed application forms and an equal opportunities form should be returned to:

The Personnel Officer
Gonville & Caius College
Trinity Street
Cambridge, CB2 1TA
Tel: 01223 332414
Email: jobs@cai.cam.ac.uk

The closing date for applications is Monday 4 December 2017

College Background
Gonville & Caius College has a colourful history and owes its unusual name to the fact that it was founded twice. It was first founded in 1348 as Gonville Hall by Edmund Gonville, the rector of Terrington St Clement in Norfolk. Our second founder, John Keys, adopted a Latin form of his name, Caius (still pronounced Keys). Caius was a student at Gonville Hall before studying medicine at the University of Padua. Gonville Hall survived on modest means until Caius returned to find his old college in a dilapidated state. He set to work extending the College buildings and re-established the College in 1557.

The College is located on two main sites, Trinity Street in the centre of Cambridge and West Road, just across the Cam. Administrative, catering and residential accommodation is in the main College buildings in Trinity Street. In West Road, the Stephen Hawking Building and Harvey Court provide additional student accommodation, and conference facilities are available in the Stephen Hawking Building.
The College comprises some 530 undergraduate students, 250 graduate students, and 110 Fellows (lecturers, professors and other senior academic researchers and teachers) and almost 200 staff. The College community plays a significant role throughout the University. Our students come from all over the world and our undergraduates study all the subjects offered in the University. Our postgraduates play a vital role in the research activities of the wider University. Our Fellows have globally renowned research expertise, ranging from Ancient History to Cosmology and are all recognised as leaders in their fields.

The College has exceptional facilities: beautiful buildings around the Old Courts in the city centre, as well as modern en-suite accommodation set in extensive gardens just over the river at its West Road site. The College is equipped with excellent teaching and research resources, including an outstanding library and full computing facilities, (including a computer network covering all student rooms). Most importantly, the people of Caius have a spirit of endeavour and excellence which is as relevant today as when the College was first founded nearly 700 years ago. To find out more about the College, its history, research activities, teaching and day-to-day life, please explore our website on www.cai.cam.ac.uk