

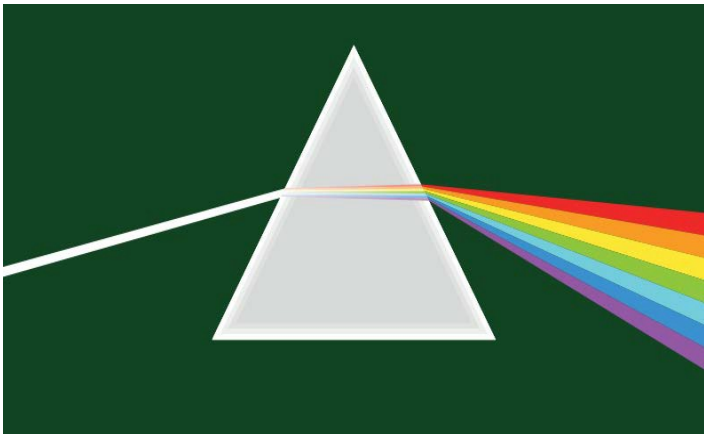
Deputy Trust Administrator



Closing date for applications: Friday 02 February 2024.

Interviews to take place: week commencing Monday 19 February 2024.

Start Date: by 15 April 2024 or as soon as possible thereafter.



The Isaac Newton Trust

The [Isaac Newton Trust](#) is a charity established in 1988 by Trinity College to promote learning, research and education in the University of Cambridge.

The Trust's primary roles include providing salary support to early career researchers; making research grants to departments; and supporting programmes within the University and its constituent Colleges.

The Trust provides public benefit through its support of research across the full range of academic disciplines. Our research grants to senior members of the University may leverage external funding or provide seed-funding for startup projects, which are thereby able subsequently to win external support. The Trust's grants therefore play an important part in the research strategy of the University, which is widely recognized as one of the leading research universities in the world in terms of its quality, scope and breadth.

The Trustees are drawn from the most senior level of academics across the University. They meet once per University Term to discuss policy and procedural matters and to consider applications for funding.

The post holder will join a small team that supports the Trustees in their decision-making and manages the awards. The INT team currently comprises: the Director, a Treasurer, the Trust Administrator and the Deputy Trust Administrator, all of whom work on a part-time basis.

The Trust's office is located in the Postdoc Academy, at Eddington, West Cambridge. The team currently works largely remotely, with regular team meetings at the office.



Deputy Trust Administrator

Salary:

£32,332 - £38,205 pro rata

Contract:

Permanent

Location:

Remote Working/
Postdoc Centre, Eddington

Organisation:

Isaac Newton Trust

Responsible to:

Trust Administrator

Working Pattern:

Up to 0.5 fte term-time only (school term) - 18.25 hours per week for 38 weeks by agreement with Trustees

The post holder will develop the skills and knowledge to undertake the more straightforward duties of the Trust Administrator's role and to deputise in their absence. Duties will include:

- co-ordinating the Trust's Research Grant Programmes;
- curating applicant and grant holders' data and files in line with the General Data Protection Regulation;
- administering grant holders' final reports;
- making arrangements for meetings and Fellows' events;
- developing and managing an online social media presence for the Trust;
- Managing the Trust's website

The post holder will also perform such other duties and responsibilities as required, commensurate with the role.

Key responsibilities

1. Co-ordinate the Trust's Research Grants Programme – its administration, processes and systems - continually reviewing its processes, and creating and implementing improvements in consultation with the Trust Administrator.
2. Manage receipt of Research Grant applications; correspond with applicants, collect references and other supporting material; present applications to the Trustees as part of our electronic meeting papers; attend Trustee meetings; minute decisions; convey outcomes to applicants;

Purpose of the role

The Isaac Newton Trust has a small team of four staff, all of whom work part-time. The work-load is highly seasonal, driven by the timing of Trustee meetings and of the calls for different programmes offered by the Trust. The majority of the time-sensitive tasks fall within Term.

Effective and flexible sharing and covering of tasks, particularly during Term, is therefore critical.

The Trust seeks to appoint an administrator, to deputise for the Trust Administrator in their absence and to take responsibility for some key roles.

- record decisions on the Trust's Excel database; manage live and archive grant records and files.
3. Develop a thorough understanding of the Trust's Research Grant Programme, its guiding principles, categories, application procedures and management before, during and post-award (final reports).
 4. Provide support as required for the Trust's other funding programmes including Strategic Grant and Fellowship programmes; Junior Research Fellowships; Academic Career Development Fellowships; and the Widening Participation and Induction Fund.
 5. Respond to enquiries (nearly all are made via email) about the Trust's programmes, referring to the Trust Administrator as necessary.
 6. Collect final reports from all grant holders, referring any items of particular note to the Trust Administrator; prepare reports for the Trustees.
 7. Action approved changes to applications and grants on the Trust's database and record for report to the Trustees.
 8. Provide support to the Director, Treasurer, Trust Administrator, the Trustees and their Sub-Committees, to include: diary management; preparation of agenda items; papers (research grant applications and 'Matters for Report'); recording and writing up minutes; expediting follow-up actions.
 9. Manage records (both hard and e-copy) in strict confidence and in line with the General Data Protection Regulation, making secure in office and managing their confidential disposal according to the INT's policy.
 10. Develop and take responsibility for the Trust's social media presence.
 11. Update the Trust website with approved changes.
 12. Support the Trust Administrator in creating and maintaining a Fellowship alumni network.
 13. Co-ordinate arrangements for meetings and Fellowship events.
 14. Deputise for the Trust Administrator when required.
 15. Perform any other duties commensurate with the role as required by the Trust Administrator or Director.

Person specification

	Essential	Desirable
Education		
Educated to first degree level, or equivalent.		
GCSE level (or equivalent) in English Language and Mathematics	✓	
Specialist knowledge & skills		
Familiarity with the University of Cambridge and its research funding operation		✓
The ability to gain a thorough understanding of how the University and Colleges work in Cambridge		✓
Key skills		
The ability to understand and apply the Trust's policy and procedures. The ability to communicate this information to a range of stakeholders verbally and in writing with excellence	✓	
A proven ability of attention to fine detail and the ability to detect errors in applicants' written materials	✓	
A high level of numeracy and the ability to detect errors in applicant's financial information	✓	
A high level of computer literacy and knowledge of MS Office software: ability to maintain databases accurately and to use Excel spreadsheets accurately and efficiently, making use of functions.	✓ ✓	
The ability to interpret data to provide summary reports		✓
Excellent organisational and time-management skills, managing conflicting priorities, and meeting targets and deadlines. Ability to self-manage workload, take initiative, and to work proactively, but also collaboratively, as part of a team	✓	
The ability to establish and maintain effective working relationships with all levels of academic and administrative staff	✓	
Experience		
Proven high-level administrative experience in an environment that requires significant attention to detail, accuracy, confidentiality and compliance with regulations and governance	✓	
Experience of developing effective relationships with a range of stakeholders	✓	
Experience in delivering projects to time and demonstrably meeting objectives	✓	
Prepared to work flexibly on occasion	✓	

Terms of appointment

Tenure and probation

The appointment will be made on a permanent basis and will be subject to satisfactory completion of a 6-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are part-time, school term-time only (where full-time hours are 36.5 hours per week). The exact working pattern will be agreed with the Trust but will not normally exceed more than 45% averaged over the year.

We welcome applications from individuals who wish to be considered for other flexible working arrangements. Specific working hours and working pattern will be agreed upon offer of the role.

Working Conditions

Office or remote working. Normal health and safety requirements will be followed.

Physical Requirements

Requires normal physical effort associated with an office environment.

Sensory Requirements

Uses normal office equipment and/or standard tools.

Pension

You will automatically be enrolled to become a member of a pension scheme that complies with the requirements of the Occupational and Personal Pension Schemes.

Regulations for auto enrolment, will be available after three month's service. All staff become members unless they choose to opt out.

Annual leave

Full-time employees are entitled to annual paid leave of 33 days plus public holidays. For part-time employees, annual leave will be pro-rated based on days worked.

All Trust employees are encouraged to take leave outside of school terms but this is subject to negotiation.

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 Trust 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.

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.

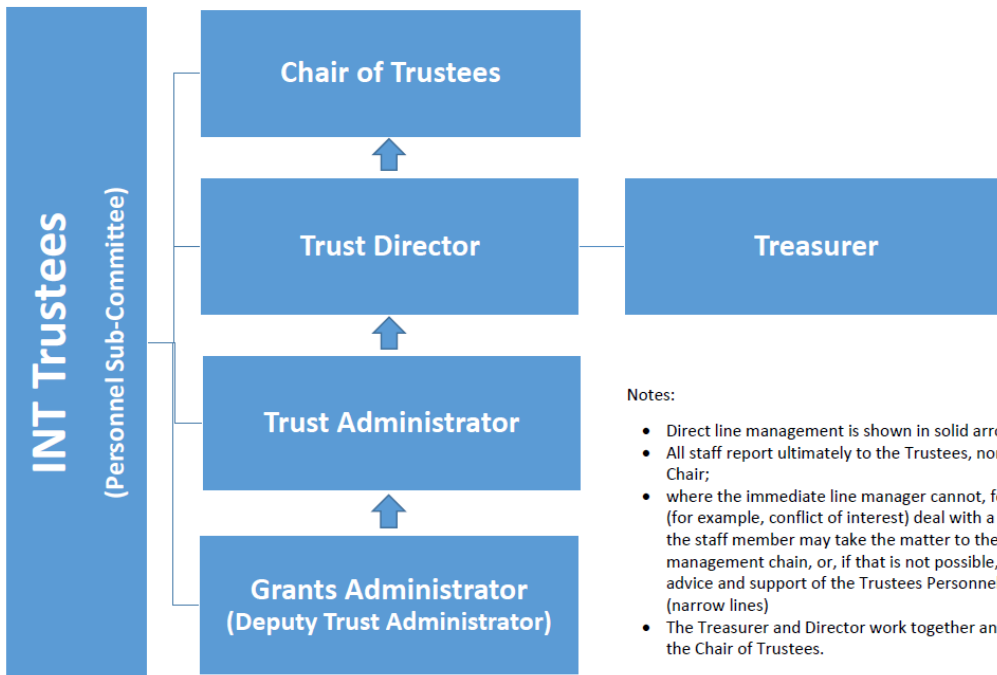
If you prefer to discuss any special arrangements connected with a disability, please contact, the Trust Administrator, who is responsible for recruitment to this position.

Equality & diversity

The Trust aims to foster equality and inclusion, and promote 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.

Development Opportunities

We support new employees to settle in and develop their careers through various services and initiatives. The University of Cambridge's Personal and Professional Development Department provides development opportunities and courses which the Trust's employees may participate in. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification of relevance to their employment.



Notes:

- Direct line management is shown in solid arrows
- All staff report ultimately to the Trustees, normally via the Chair;
- where the immediate line manager cannot, for whatever reason (for example, conflict of interest) deal with a personnel matter, the staff member may take the matter to the next level up the management chain, or, if that is not possible, may seek the advice and support of the Trustees Personnel Sub-Committee (narrow lines)
- The Treasurer and Director work together and both report to the Chair of Trustees.

How to apply

Applications which should comprise a cover letter and CV should be submitted to the Trust Administrator: nichola.tooke@admin.cam.ac.uk by Friday 02 February 2024. Please include the names of two referees we can contact for references should you be shortlisted for interview.

Informal enquiries are welcomed and should be directed to: Dr Nichola Tooke, Trust Administrator: nichola.tooke@admin.cam.ac.uk

Please feel free to discuss flexibility prior to applying or at interview if your application is successful.

For further information see our [website](#), our [Annual Report](#) and [Accounts](#).

The appointment will be made by the Trustees.

It is anticipated that the successful candidate will take up the appointment by 15 April 2024 or as soon as possible thereafter.

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