

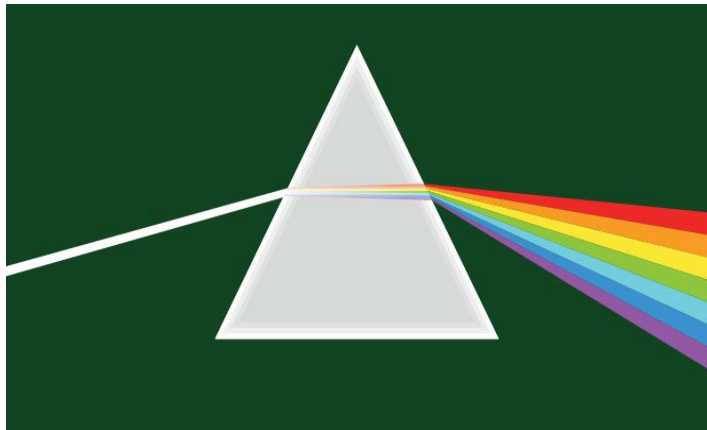
# Trust Director

Isaac  
Newton  
Trust

**Closing date for applications:** Friday 16 February 2024

**Interviews to take place:** week commencing Monday 11 March 2024

**Start Date:** 1 October 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 at 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 can leverage external funding or provide seed-funding for startup projects, which subsequently 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.

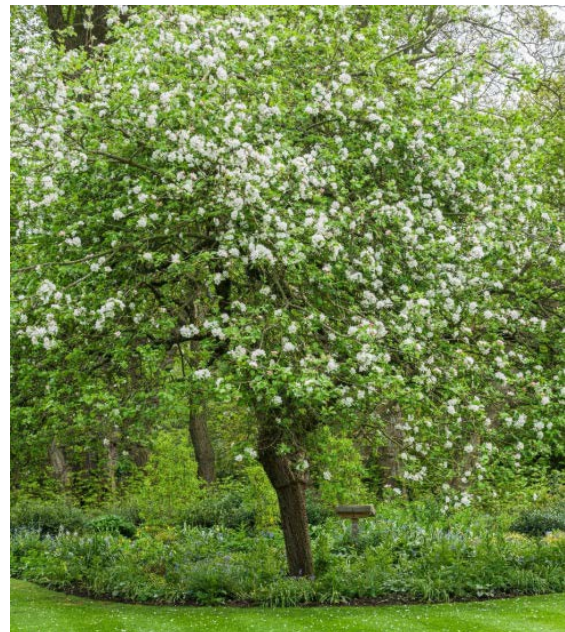
The Trustees are drawn from the most senior level of academics across the University. They meet once per University Term to discuss policy and procedural matters and to consider applications for funding.

The Director is assisted by a small team in supporting the Trustees in their decision-making and managing the grants awarded.

The INT team all work on a part-time basis and currently include the:

- Director,
- Treasurer,
- Trust Administrator and,
- Grants Administrator who also acts as Deputy Trust Administrator

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



# Isaac Newton Trust Director

**Salary:**

Grade 12 on the University of Cambridge's single salary spine FTE £79, 792  
approx pro-rated salary £23,938

**FTE:**

0.3 fte

**Contract:**

Permanent

**Location:**

Remote working/  
Postdoc Centre, Eddington

**Organisation:**

Isaac Newton Trust

**Responsible to:**

INT Trustees

**Responsible for:**

INT Team –  
three part-time members of staff

**Working Pattern:**

Part-time hours by agreement with the Trustees.

**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 calls for different programmes offered by the Trust. The majority of the time-sensitive tasks fall within Term.

On the retirement of the current Director, Dr Laurie Friday, the Trust seeks to appoint a Director to act as an ambassador for the Trust, focussing on strategic matters, such as the negotiation of new programmes for research support in the Collegiate University, and top-level reporting and communications.

The Director should be a determined, proactive, imaginative and credible professional with the necessary skills, qualities and drive to add value to the academic research arena at Cambridge and to find creative solutions where a genuine need is found in the University and its constituent Colleges.

The Director will have the skills and experience to lead the Trust's administration into the future, informing and furthering academic planning and strategic development of research at the University and, where appropriate, to facilitate this with organisations outside the University.

## Key responsibilities

1. To act as Secretary to the Trustees' termly meetings (with full administrative support being provided by the Trust Administrator).
2. To act as ambassador for the Trust, representing the Trust to senior parties at the University, the Colleges and external funding bodies.
3. To respond to emerging opportunities and proactively determine areas of need in academic research at Cambridge and to formulate creative solutions.
4. To enable new programmes agreed by the Trustees through negotiation and collaboration with interested parties.
5. To support and advise the Trustees in the stewarding of donations to the Trust and the deployment of these funds to best effect.
6. To brief the Chair on developments of major importance or sensitivity.
7. To negotiate with external sponsors of research, either directly, or via the Cambridge University Development and Alumni Relations Office and Trinity College's Alumni Relations Office.
8. To respond to strategic enquiries with the support of the Trust Administrator as necessary.
9. To write and publish the Trust's Annual Report and other reporting to funding bodies and as required for good governance.
10. To oversee an efficient administration and to line-manage the Trust Administrator.
11. To manage, in collaboration with the Chair, the election of new Trustees.
12. To perform any other duties commensurate with the role as required by the Trustees.

# Person specification

	Essential	Desirable
<b>Education</b>		
Educated to doctoral level or equivalent; or experience of university management at a senior level.	✓	
<b>Skills:</b>		
The vision, leadership experience and enthusiasm to build on current strengths in maintaining and developing a leading research presence at Cambridge, and an established record in attracting research grant support to further this development.	✓	
Excellent communications and negotiation skills with the ability to deal effectively and collaboratively across a range of research issues internal and external to the University.	✓	
Highly organized with excellent planning 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.	✓	
<b>Experience of:</b>		
Successful collaborative, cross-disciplinary research endeavours at Cambridge.	✓	
Managing research collaborations involving more than one organisation or involving industrial partners.	✓	
Contributing to the development and provision of an excellent research administration at Cambridge.		✓
Leading and interacting effectively with staff at all levels.	✓	
Experience of managing and controlling budgets/resources/funding at Director level.	✓	

# Terms of appointment

## **Tenure and probation**

The appointment will be made on a permanent basis and will be subject to the satisfactory completion of one year.

## **Hours of Work and Working Pattern**

The hours of work for the position are part-time at 0.3 fte. The working pattern will anticipate the Trustees' termly meetings and for working through the necessary actions. The exact working pattern will be agreed with the Trustees.

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.

## **Office**

The Trust's office is based in the Postdoc Centre at Eddington. Staff currently work remotely and usually meet at the office once a week.

## **Pension**

You will be enrolled in a relevant pension scheme after three months service, unless you 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 their leave outside of Term 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.

## **References**

Offers of appointment will be subject to the receipt of two 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 realise 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 your application. 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 Chair of Trustees, Professor Frank Kelly or the Trust Administrator, Dr Nichola Tooke.

**Equality & diversity**

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

# How to apply

Applications consisting of a covering letter and curriculum vitae should be submitted to the Chair of Trustees, Professor Frank Kelly, via [administrator@newtontrust.cam.ac.uk](mailto:administrator@newtontrust.cam.ac.uk) by Friday 16 February 2024.

Please include the names of two referees we can contact for references should you be shortlisted for interview.

Informal enquiries are strongly encouraged and should be directed to the current Trust Director: Dr Laurie Friday at [director@newtontrust.cam.ac.uk](mailto:director@newtontrust.cam.ac.uk). You may also contact the Chair of Trustees, Professor Frank Kelly at [fpk1@cam.ac.uk](mailto:fpk1@cam.ac.uk).

Please feel free to discuss flexibility prior to applying (using the contact information above) 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 on 1 October 2024 or as soon as possible thereafter.

**The closing date for applications is:** Friday 16 February 2024.

**Interviews will take place the week commencing:** Monday 11 March 2024.