

Trust Co-ordinator



Closing date for applications: Friday 04 July 2025

Interviews to take place: Tuesday 22 July and Wednesday 23 July 2025

Start Date: 1 September 2025 or as soon as possible thereafter



The Isaac Newton Trust

The [Isaac Newton Trust](http://www.newtontrust.cam.ac.uk/) 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 to 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 post holder will join a small team that supports the Trustees in their decision-making and manages the grants. The INT team currently comprises: the Director, a Treasurer, the Trust Administrator and a 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 in the Office and remotely with meetings at other sites (usually Trinity College).



Trust Co-ordinator

Salary:

£34,319 - £40,399 pro rata
Grade 6

Contract:

Fixed Term ending September 2030
Part-time: up to 0.5fte

Location:

Postdoc Centre, Eddington/Trinity
College/Remote

Organisation:

Isaac Newton Trust

Responsible to:

Trust Administrator

Working Pattern:

Flexible but will need to undertake
some tasks onsite and attend some
meetings in person. Up to 0.5 fte

The post holder will already have excellent event and meeting management skills and knowledge and be an effective administrator so that they are able to perform the following duties for the Trust:

- Co-ordination of INT events and meetings; making all arrangements – room bookings, invitations, catering, IT, photography, greeting attendees, taking responsibility for venue and event whilst in progress and ensuring a positive event experience for all stakeholders including those with special requirements.
- Co-ordination of INT's calendar; grant application calls and deadlines and internal administrative deadlines.
- Administration of grant holders' final reports.
- Curation of applicant and grant holders' data and files in line with the General Data Protection Regulation.
- Performance of other duties and responsibilities as required, commensurate with the role.

Purpose of the role

The Isaac Newton Trust currently 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 Trust's time-sensitive tasks fall within the [University's terms](#). Effective and flexible sharing and covering of tasks, during Term, is therefore critical.

The Trust seeks to appoint a Co-ordinator, to manage our key events and meetings and to take responsibility for some of the Trust's key roles.

The post-holder will need to develop a thorough understanding of the Trust's Research Grant Programme, its guiding principles, application procedures and grant management before, during and post-award (final reports).

NB: The post holder will need to work onsite for many duties and commit to attending some meetings in person (most of which are held at Trinity College). It is not possible to undertake all the role's duties remotely.

Key responsibilities

1. Co-ordinating INT events including the annual Garden Party (this is taking place on Thursday 12 June this year), the annual Trinity Cambridge Research Studentship Dinner (this will take place on Wednesday 26 November 2025 at Trinity College) and other formal events. You will be responsible for making all arrangements; that is booking rooms, catering, setting up any IT requirements, photography, invitations, reservation of speakers, making special arrangements for attendees, welcoming guests and taking responsibility for the event's operation and venue.
2. Managing in person and online meetings. You will be responsible for setting up dates, liaising with attendees, diary management, booking rooms and IT, arranging for catering and special requirements and accommodating any changes.
3. Co-ordinating INT's Calendar and in particular; calls for INT grant applications, application deadlines and meetings.
4. Collecting final reports from all grant holders, escalating any items of particular note to the Trust Administrator; realising any required action and preparing reports for the Trustees' consideration.
5. Managing 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.
6. Providing administrative support for the [Trust's funding programmes](#). This work will include preparing and formatting formal documents, uploading documents to secure sites and taking Minutes at meetings.
7. Covering the duties of the Trust Administrators when required.
8. Perform any other duties commensurate with the role as required by the Trust Administrators or Director.

Person specification

Education

Educated to first degree level, or equivalent

GCSE level (or equivalent) in English Language and Mathematics

Essential Desirable

✓

✓

Specialist knowledge & skills

Familiarity with University of Cambridge's research administration

✓

Familiarity with the University of Cambridge and/or College administration

✓

Key skills

Proven experience of planning and hosting events

✓

Proven experience of meeting and calendar management (both face to face and online)

✓

Excellent communication skills; in person and in writing

✓

A proven ability of attention to fine detail

✓

A high level of computer literacy and knowledge of MS Office software: Word, Excel, Teams, Sharepoint and Outlook

✓

The ability to summarise reports and determine items of importance and action points

✓

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 to work 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 academic environment that requires significant attention to detail, accuracy, confidentiality and compliance with regulations and governance

✓

Minute taking at meetings

✓

Experience of developing effective relationships with a range of stakeholders

✓

Experience in delivering timely projects and demonstrably meeting objectives

✓

Prepared to work flexibly and to also commit to attending meetings in person

✓

Terms of appointment

Tenure and probation

The appointment will be made on a fixed term basis in the first instance and end 30 September 2030 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 up to 0.5fte (where full-time hours are 36.5 hours per week). The working pattern can be undertaken flexibly but please note that the candidate will be required to attend the events that they arrange and work onsite to undertake some duties. *The current administrators usually work in the Office on Tuesdays and Thursdays.*

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

The post holder will need to work onsite for some duties and commit to attending some meetings in person (most of which are held at Trinity College).

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 (particularly vacation leave) outside of the University's terms where possible 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 participate 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.

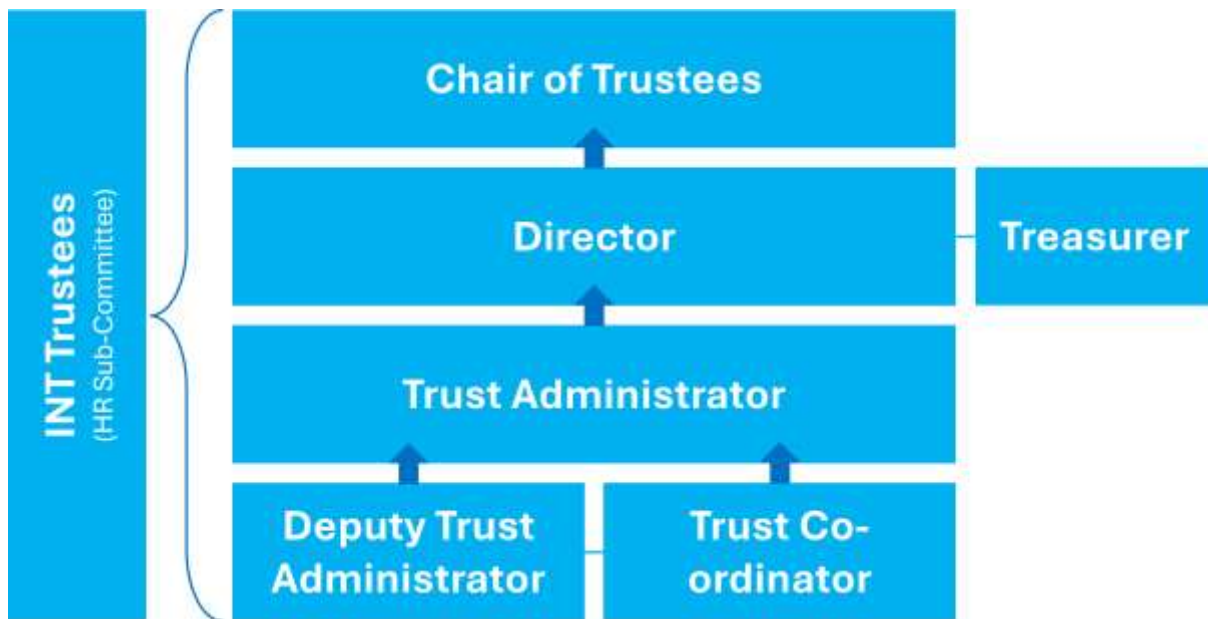
If you prefer to discuss any special arrangements connected with a disability, please contact, the Trust Administrator, who will be managing the recruitment to this position.

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 ultimately report to the Trustees normally via the Chair
- Where the immediate line manager cannot, for whatever reason (for example, conflict of interest) deal with an HR 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' HR 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 04 July 2025**.

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 01 September 2025 or as soon as possible thereafter.

The closing date for applications is: Friday 04 July 2025.

Interviews will take place at our Office at Eddington, Cambridge: Tuesday 22 July and Wednesday 23 July 2025.