

# Communications and Events Coordinator

Cambridge Digital Humanities/CRASSH

Closing Date: Sunday 2 July 2023

Vacancy Ref: VM36839



# Communications and Events Coordinator

**Salary:**

£28,929—£33,348  
(pro-rata)

**Contract:**

Fixed term until 31 July  
2024 in the first instance.

**Location:**

Central Cambridge

**Department:**

Cambridge Digital  
Humanities (CRASSH)

**Responsible to:**

CDH Programme Manager

**Role Summary**

Cambridge Digital Humanities is seeking a talented and enthusiastic administrator to join us in the part-time role of Communications and Events Coordinator where you will join a dynamic and supportive team delivering the CDH research learning and data schools programmes.

As the Communications and Events Coordinator, you will work with the CDH Programme Manager to create engaging content for internal and external audiences, manage websites, blogs and social media channels, and produce e-newsletters. In addition, you will be instrumental in supporting the growing DH research community at Cambridge, and assist with the delivery of our research programme and week-long Data Schools.

The successful candidate will have excellent written and verbal communication skills, website and social media experience, and be a skilled builder of research communities.

This position is an exciting opportunity for someone who enjoys a busy and demanding workload, is able to manage multiple projects simultaneously, and has a passion for communicating. A flexible and innovative approach to your work is essential, along with creative flair and vision, and excellent administration skills.

The funds for this role are available until 31 July 2024 in the first instance.

CDH is hosted within Cambridge's Centre for Research in the Arts, Social Sciences and Humanities (CRASSH).

## Key Responsibilities

### Events logistics and organization (40%)

- Support the planning and delivery of a full and varied events programme for Cambridge Digital Humanities, including events, workshops, conferences, seminars and summer schools
- Schedule meetings, contact speakers, offer travel advice, source flights, transfers and accommodation for speakers at events and paperwork related to travel
- Coordinate with trainers/speakers and venues to find suitable event dates and venues for events
- Oversee event catering including ordering, monitoring dietary requirements, liaising with suppliers, ensuring that events remain within budget
- Prepare short biographies, information booklets and attendee lists for circulation at events
- Create online registration sites, keeping a record of attendees
- Deal with telephone and email enquiries in relation to events, directing incoming enquires to appropriate staff as needed
- Act as the main point of administrative support during an event for speakers, organizers, delegates, venue and staff
- Ensure that AV requirements are known in advance and put in place for speakers
- Ensure that Health and Safety procedures are adhered to for each venue
- Obtain and analyze feedback from event attendees for reporting.

### Website and publicity (25%)

- Support the CDH Programme Manager in editing and creating pages within the Cambridge Digital Humanities website, ensuring quality of content
- Create event entries on website, liaising with event organizers
- Help to monitor and contribute to CDH social media accounts
- Assist with gathering information required for printed marketing and publicity material, liaising with suppliers for design and print

## Key Responsibilities continued

### Communications (20%)

- Respond to general CDH enquiries
- Build an excellent working relationship with researchers, suppliers, members of the CDH community and additional stakeholders
- Assist with the preparation of a regular newsletter to members of the CDH community and additional communications as required
- Manage the CDH mailing list and produce a fortnightly newsletter.

### Office Administration (15%)

- Schedule and organize CDH steering committee/group meetings
- Distribute agendas and papers
- Distribute papers and record minutes of meetings, following up action points as required
- Deal with CDH telephone and email enquiries, directing incoming enquiries to appropriate staff as required
- Oversee events budgets, prepare, collate and manipulate budgetary data and ensure events remain within budget
- Administer small grants funds (awarded by Cambridge Digital Humanities to academic members, including drafting award letters and arranging payment of awards in accordance with agreed timescales
- Assist with the preparation of reports, ensuring that award recipients submit reports required as a condition of the grant



# Person specification

	Essential	Desirable
<b>Education &amp; qualifications</b>		
Educated to at least 'A' level standard, including GCSE or equivalent in English and Mathematics	✓	
<b>Experience</b>		
Experience working in a University-wide initiative, network or similar role	✓	
Experience in supporting and/or overseeing events and programmes of events	✓	
Experience of using WordPress web editing or similar CMS	✓	
Experience working with budgets and finance	✓	
<b>Skills</b>		
Knowledge of University of Cambridge and its colleges		✓
Excellent organisational skills and the ability to plan to complete work to deadlines	✓	
Highly competent in standard IT software packages	✓	
Ability to deal with difficult or pressured situations	✓	
Good understanding of budgets and finance	✓	
<b>Additional requirements</b>		
Able to travel to attend meetings and other events	✓	
Willingness to undertake training and an interest in own professional development	✓	
A 'can do' attitude and a proactive approach to troubleshooting and problem solving	✓	
Interest in issues relating to Digital Humanities		✓

# Cambridge Digital Humanities (CDH)



Digital Humanities is an area of strategic importance to the University of Cambridge. Cambridge Digital Humanities, established in 2017, is an inter-disciplinary research centre, homed in the School of Arts and Humanities, shared with the School of Humanities and Social Sciences, and crossing multiple Schools and other units including the University Library, Cambridge collections and other research centres. It is currently hosted by CRASSH.

We define Digital Humanities as encompassing work on the cultural, social, and epistemic impacts of digital technologies (around data, on everyday life, in relation to literary, cultural forms, medium studies, including issues of technocratic rationality, power and justice); digital research methodologies; computational humanities; digital libraries and archival-based research; digital performance, and exhibition (including in cultural institutions); and research exploring cultural and social impacts of emerging technologies – notably around data, and AI informed developments in, for example, face recognition, automatic writing and the social/cultural impacts of robotics.

CDH collaborates with researchers to generate and develop Digital Humanities scholarship across the arts and humanities. We develop and deliver research projects, explore emerging research areas, and collaborate with international partners. We work with Cambridge University Library, with Cambridge University collections, and with multiple faculties and research centres. Our aim is to further an expansive form of Digital Humanities that encompasses work with collections, literature as digital humanities, global digital humanities, critical media theorization, digital media, methodological advancement, future and emerging technologies including AI and machine learning.

## Cambridge Digital Humanities (CDH) continued

Alongside our core research programme CDH Learning facilitates the development of digitally informed research through its research learning programmes – including a Methods Fellow programme, short courses, week-long data schools, and themed workshop series. CDH Labs, based in the Library, supports and collaborates in digital research and learning and provides technical (Research Software Engineer) expertise and infra-structural assistance.

CDH is expanding its operations into new fields. Successful grant capture is enabling diverse research projects, the CDH team and CDH associate list is expanding, and co-operation between CDH and other Cambridge units (faculties, the UL, collections, other research centres) is producing new possibilities for engagement and partnership.

Cambridge Digital Humanities is led by its Director, Professor Caroline Bassett.

## The Centre for Research in the Arts, Social Sciences and Humanities (CRASSH)

[The Centre for Research in the Arts, Social Sciences and Humanities \(CRASSH\)](#) supports, promotes and conducts interdisciplinary research of the highest order and is one of the biggest and most active research centres in Europe. The Centre's research programs produce annually around 300 events a year, with 20 conferences, 12 seminar groups, a range of Fellowships programs, and longer term interdisciplinary research projects, with 40 associated postdoctoral researchers.

Located administratively in the School of Arts and Humanities, the Centre works across the faculties and departments of the University and beyond. The Centre is funded from a number of different sources (University, Newton Trust, Mellon Foundation, Research councils, private donors) and operates on an annual budget of c. £2m per annum. An ambitious fundraising campaign to raise a permanent endowment for the Centre by 2020 is underway.

The Centre is led by the Director, Professor Joanna Page. Its multiple programs are supported by a team of 11 members of staff, headed by the Administrator, Mette H. Rokkum Jamasb.

# The School of Arts and Humanities



The School of Arts and Humanities is one of six schools in the University and it is currently comprised of:

- Faculty of Asian and Middle Eastern Studies
- Faculty of Architecture and History of Art
- Faculty of Classics
- Faculty of Divinity
- Faculty of English
- Faculty of Modern and Medieval Languages and Linguistics
- Faculty of Music
- Faculty of Philosophy
- Centre for Research into the Arts, Social Sciences and Humanities
- Cambridge Digital Humanities
- University of Cambridge Language Centre
- Leverhulme Centre for the Future of Intelligence

Combined, these institutions have a total annual budget in excess of £35 million, 650 staff and 3,500 students.

The School has recently agreed a new strategic plan, which sets out its overarching vision and objectives.

## Vision

Our vision is to preserve the excellence of the School of Arts and Humanities in research, and undergraduate and postgraduate teaching and supervision, while enhancing our capacity to undertake world-leading and life-changing innovative, interdisciplinary research and teaching.

## Strategic Objectives

- To uphold the Cambridge tradition of undertaking research and teaching across a wide breadth and diversity of Arts and Humanities disciplines to the highest

possible standard.

- Relevant, problem solving interdisciplinary work must be grounded in disciplinary excellence.
- Enhance our research excellence across the disciplinary spectrum, underpinned by effective support.
- Expand capacity in our academic disciplines in away that is modest, selective and designed imaginatively to build incentives for innovative and cross-disciplinary work
- Improve the efficiency of our governance structures by streamlining and optimising operations and procedures.



# Terms of appointment

## Tenure and probation

Appointment will be made on a fixed-term basis until 31 July 2024. Appointments will be subject to satisfactory completion of a six month probationary period.

## Hours of Work and Working Pattern

The appointment is part-time working (0.8 FTE.) Your working pattern will be confirmed by your line manager.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

**Pre-employment checks 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.

## Equality and Diversity

We particularly encourage women and /or candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our University.

## Information if you have a disability

The University 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.

Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

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 If you prefer to discuss any special arrangements connected with a disability, please contact, the Schools HR team who are responsible for recruitment to this position on [sahhr@admin.cam.ac.uk](mailto:sahhr@admin.cam.ac.uk)

# The University

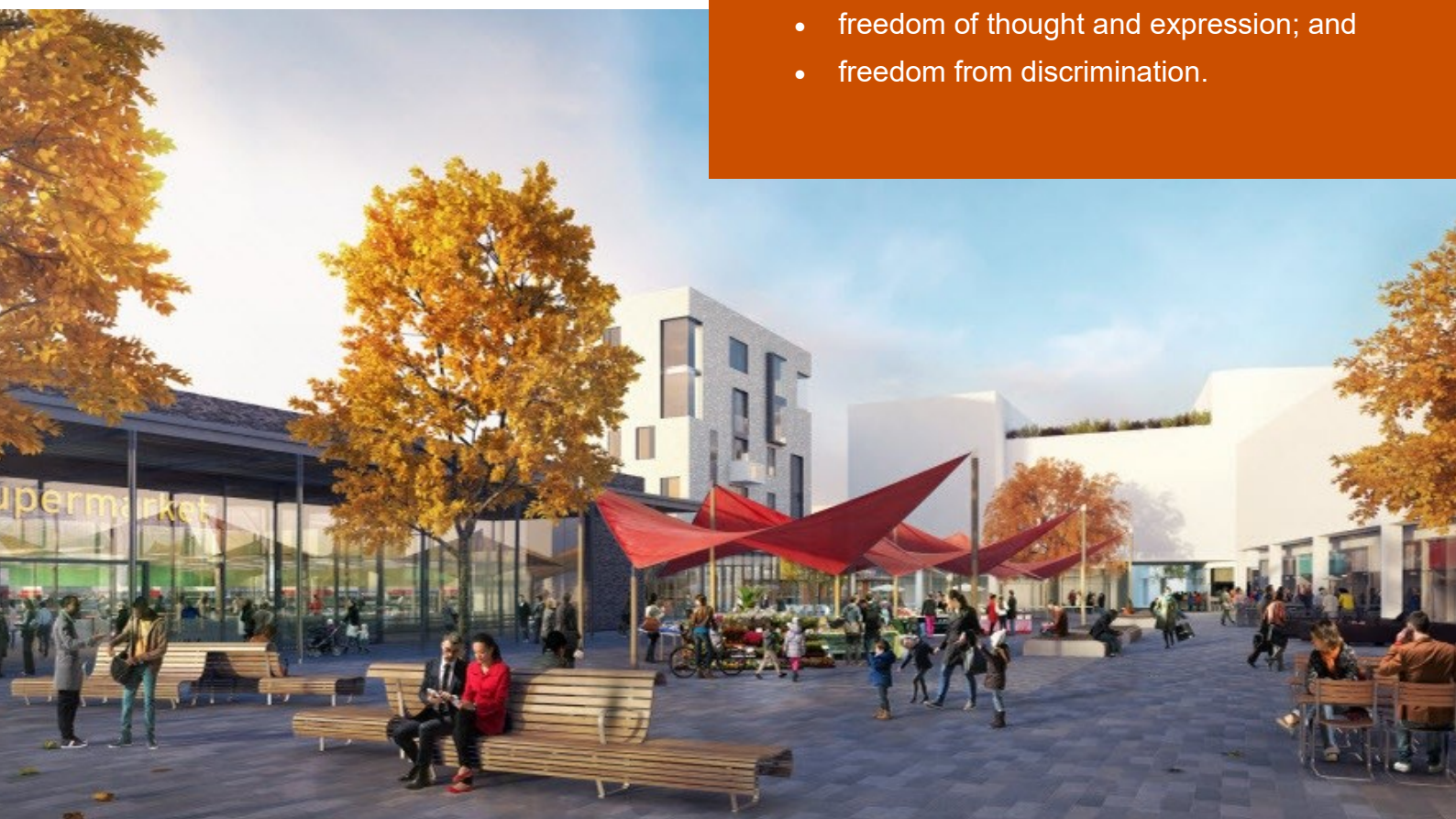
**The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.**

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# About us

**The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.**

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.**

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



## **Equality & diversity**

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting 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. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here: <http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

# Living in Cambridge

**Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.**

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the [Visit Cambridge](#) website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.



## Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge. For staff who require a Skilled Worker Visa, Global Talent Visa or Settlement (known as indefinite leave to remain) to take up employment with the University, we offer an interest free [visa loan scheme](#) for current and prospective staff (and their dependants), to help meeting the cost of obtaining a visa.

## Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>

# What Cambridge can offer

**We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.**

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

## Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here: <https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

## Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

## Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have any queries regarding the vacancy or the application process please contact

[recruitment@cdh.cam.ac.uk](mailto:recruitment@cdh.cam.ac.uk)

The closing date for applications is at midnight (BST) on Sunday 2 July 2023.

Interviews are expected to take place week commencing 10 July 2023, subject to change.

