

## JOB DESCRIPTION

Job Title: Scholarships Coordinator

Department: Tutorial

Reports to: Head of Tutorial Services

### Purpose of role

The Scholarships Coordinator will be responsible for two complementary streams of work. In the first instance they will take responsibility for the planning, preparation and implementation of all processes relating to the allocation of, and reporting on, Trinity's extensive portfolio of internationally competitive Postgraduate Studentships and Bursaries.

In the second stream of work, the Scholarships Coordinator will be responsible for developing a defined set of undergraduate scholarships, of which the main one is the Scholars Programme of the Global Talent Fund (GTF), which currently supports around 80 undergraduate scholars studying at Cambridge, Oxford, and other leading universities in the UK and France, and is expected to grow to about 200 scholars. The GTF scholars programme is for students with a proven record of excellence in high school mathematics and science international competitions, enabling them to study at leading UK universities without financial constraints. The programme provides comprehensive support, including financial aid and mentorship, ensuring exceptional young minds have the opportunity to reach their full potential, regardless of socioeconomic background. As the Scholarships Coordinator, the role is to develop and strengthen the scholars' community, supporting them from application through to graduation and beyond. More information about GTF is available at:

<https://www.globtalent.org/>

### Key responsibilities

#### Postgraduate Studentships and Bursaries work stream

- To act as the lead in all administrative matters relating to postgraduate funding, taking responsibility for the development and management of all processes related to the selection of candidates for postgraduate studentships.
- To be the first point of contact for all queries regarding Trinity postgraduate studentships and bursaries.
- To provide high level proactive administrative support to the Fellow for Postgraduate Studentships, and to College Fellows assessing studentship competition applications.
- To act as secretary to the College's Postgraduate Studentships Committee (GSC), reporting accurate information to the College Council.

#### GTF BIG Talent Scholars work stream

- To coordinate application support activities for applicants to the BIG Talent Scholars programme, and to hold conversations with them to explain the programme.
- To help design, organize, and attend social events and activities for the BIG Talent Scholars.
- To manage relationships with current BIG Talent Scholars and (in the future) alumni.
- To help administer the BIG Talent Scholars internship offering and grant pool for excellence activities.

### General

- To issue funding offer letters to successful candidates, tracking the progress of offers, and, in liaison with the Bursary, ensuring the timely and appropriate disbursement of funds to award holders.
- To maintain a comprehensive database of information on Trinity funding awards, working closely with the Alumni and Development Office to monitor existing donor-funded studentships, establish the terms and conditions of new awards and ensure that all awards are appropriately advertised.

- To undertake other reasonable duties as may be required from time to time to assist the Admissions & Outreach team, particularly in developing content for and helping at the College's popular Open Days and interview week.

*The College reserves the right to make any reasonable changes to the duties and requirements in the job description which may be necessary to meet the changing needs of the job or to reflect the latest technology or best practice.*

## **PERSON SPECIFICATION**

### **Experience and knowledge**

#### Essential

- Experience of finance, funding and/or managing budgets
- Experience of working with committees
- Experience of providing high level administrative support

#### Desirable

- Education to degree level; any degree discipline is acceptable.
- Knowledge of University admissions in general, and of Cambridge admissions in particular
- Experience of managing projects from initiation to delivery
- Experience of working within a higher education or further education environment

### **Skills and abilities**

#### Essential

- A high level of IT skills (including Microsoft Office, in particular Excel and SharePoint)
- Data handling skills and knowledge of compliance with GDPR requirements for personal data
- Good organisational and accurate verbal and numerical skills
- Excellent organisational skills and able to use own initiative
- Highly developed communication skills, with the ability to present, negotiate, encourage and interact with a wide community with tact, discretion and persuasion
- The ability to arrange and service meetings, including taking minutes

#### Desirable

- Experience of handling databases

### **Personal attributes**

- Very strong interpersonal and communication skills, displaying enthusiasm and positivity when engaging with prospective and current students
- Flexible and enthusiastic approach to work
- Ability to build good working relationships and share knowledge with team members.
- Excellent problem-solving skills to deal with complex issues
- Ability to think strategically and to propose novel, relevant and realistic solutions and ideas
- Ability to cope with a varied and demanding workload, prioritise effectively and to meet strict deadlines

## EMPLOYMENT DETAILS

Rate of Pay:	£39,000 per annum
Hours:	36.25 hours per week
Holiday:	25 working days plus 8 public holidays
Probationary period:	6 months
Contract type:	Permanent
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension Scheme:	A pension scheme, which 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 will become members unless they choose to opt out.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff can join the schemes after successful completion of their probationary period, subject to eligibility.
Employee Assistance:	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Cycle to work:	Tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff who organise events and outings.
Access to College:	The College is unable to provide parking on site for its entire staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College may be able to provide covered cycle parking.