

JOB DESCRIPTION

Job Title: Trinity Plus Coordinator

Department: Tutorial

Reports to: Fellow for Trinity Plus

Background

Trinity Plus is the College's flagship extra-curricular programme which enables students to explore diverse interests, enriching their university experience beyond their academic studies. At the core of Trinity Plus are the Entrepreneurship and Policy Programmes but there are opportunities to expand its scope to encompass new initiatives, for example in the creative arts.

1. **The Trinity Entrepreneurship Programme** was established to support the culture of entrepreneurship at Trinity, to provide a rich experience for those members of the College interested in the benefits of entrepreneurial thinking and to enable access to a wide variety of initiatives. It aims to encourage and nurture the success of future entrepreneurs, whether they have an existing idea, are interested in building a venture, or are simply curious to discover more about business and innovation, including social enterprise. Key elements of the programme to date have included:
 - Collaboration with King's College E-Lab, an initiative that aims to equip students from all backgrounds with vital entrepreneurial skills and to empower aspiring innovators, entrepreneurs, and business leaders.
 - Visits to the Cambridge Science Park. Founded in 1970 by Trinity College, it is an environment where both start-ups and multinationals flourish side by side. Students are offered opportunities to network and get involved in the annual Trinity Bradfield Prize.
 - Speaker events in College with panel discussions led by entrepreneurs from within the Trinity and wider university network.
 - Trinity Venture Academy, a weekly programme delivered in Lent Term, designed to give students a rigorous, practice-led understanding of Venture Capital - from the perspective of both the investor and the entrepreneur.
2. **The Trinity Policy Programme** focuses on helping students connect their academic studies to addressing complex "wicked" policy problems – difficult social and environmental challenges characterised by complexity, uncertainty, and conflicting values. It is designed to give students the opportunity to learn how to apply their academic skills to tackle significant public policy challenges, to enhance those skills by learning about the policy making process, and to transition to careers in public policy, public service and research.

At the core of the Policy Programme is a 10-day residential programme, open to Trinity undergraduates and postgraduates across all disciplines, led by colleagues from the university's Centre for Science and Policy (CSaP). The residential is split into two halves and takes place immediately before and after Full Lent Term. It incorporates a stimulating mix of teaching, panel discussions and group exercises and provides students with unique opportunities to learn more about government responses to key public policy challenges by connecting with leading practitioners.

Purpose of role

The Trinity Plus Coordinator is a delivery-focused role that will support the current programme and the further development of Trinity Plus. The postholder will provide administrative, event delivery, participant engagement and communications support to ensure an exceptional experience for students, alumni, entrepreneurs, mentors and external partners participating in the programme.

The role is ideally suited to a person with strong organisational skills, an interest in policymaking, entrepreneurship and innovation, and a desire to work in a dynamic educational environment.

Reporting Line

Reports to: **Fellow for Trinity Plus**, currently Professor Catherine Barnard, who provides strategic oversight and leadership across all programmes.

Works closely with:

- Trinity students and postgraduates
- University-wide and Cambridge-wide external organisations, particularly colleagues from CsaP, King's E-Lab and the Science park
- Alumni entrepreneurs and mentors
- College Fellows and staff
- External speakers and partner organisations
- Student and entrepreneurship societies

Key responsibilities

Programme Administration

- Provide day-to-day administrative support for the Trinity Entrepreneurship and Policy Programmes.
- Maintain programme schedules, participant databases and records.
- Support application and selection processes for policy and entrepreneurship activities.
- Monitor programme timelines and ensure actions are completed to agreed deadlines.
- Assist with preparation of programme materials, reports, presentations and briefing documents.

Event Coordination

- Coordinate the logistics and delivery of entrepreneurship and policy related events, including workshops, speaker sessions, networking events, competitions and mentoring activities.
- Manage registrations and communications with attendees.
- Liaise with speakers, facilitators and mentors regarding arrangements and requirements.
- Support venue bookings, catering, AV requirements and event materials.
- Provide on-the-day event support, including occasional evening and weekend events.

Student Engagement

- Act as a first point of contact for students participating in policy and entrepreneurship activities.
- Support the development of a welcoming entrepreneurial and innovative community within the College.
- Assist in promoting opportunities available through the Trinity Plus programmes
- Liaise with relevant student societies and student-led initiatives whose objectives align with the programme.
- Encourage student participation and gather feedback to improve future activities.

Communications and Marketing

Working with the Trinity Communications office,

- Assist in maintaining Trinity Plus webpages and digital content.
- Draft newsletters, event promotions and social media content.
- Support communications with students, alumni, mentors and external stakeholders.

- Help develop case studies and impact stories showcasing programme outcomes.

Partnerships and Stakeholder Support

- Assist in managing relationships with entrepreneurs, policy makers, alumni, mentors and external partner organisations.
- Coordinate speaker and mentor visits, including travel arrangements and accommodation where required.
- Support the identification of potential speakers, mentors and partner organisations through desk-based research.

Monitoring and Evaluation

- Collect and analyse participant feedback.
- Maintain records of participation and programme outcomes.
- Assist in preparing reports on programme activities and impact for internal stakeholders and donors.
- Support continuous improvement through evidence-based recommendations.

Financial Administration

- Support the management of programme budgets.
- Process invoices, expenses and speaker reimbursements in accordance with College procedures.
- Maintain accurate financial records and assist with budget tracking.

PERSON SPECIFICATION

Essential

Experience and Knowledge

- Educated to degree level or equivalent experience.
- Experience of organising events, projects or programmes.
- Experience providing administrative support in a professional environment.
- Strong IT skills, including Microsoft Office applications.
- Experience managing databases, spreadsheets or record-keeping systems.

Skills and Attributes

- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Ability to manage multiple tasks and competing priorities.
- High attention to detail and accuracy.
- Strong interpersonal skills and ability to work effectively with a wide range of stakeholders.
- Enthusiasm for entrepreneurship, innovation and student development.
- Ability to work independently while contributing positively to a team.
- Professionalism, discretion and sound judgement.

Desirable

- Previous experience in higher education
- Experience of communications, marketing or social media management.
- Understanding of the Cambridge entrepreneurship ecosystem and university initiatives to promote policy thinking and public policy research
- Experience working with students, mentors or volunteer networks.
- Familiarity with CRM, event management or survey platforms.

EMPLOYMENT DETAILS

Rate of Pay:	£16,000 - £17,000 per annum (£32,000 - £34,000 FTE).
Hours:	18 hours per week.
Holiday:	25 working days plus 8 public holidays (pro rata for part-time staff).
Probationary period:	Four months.
Contract type:	Three year fixed-term contact.
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.
Childcare:	Access to a workplace nursery, subject to places being available.