Further Information
Head of Learning and Participation
Fitzwilliam Museum, University of Cambridge
Background

The Fitzwilliam Museum has an international reputation for excellence in research, exhibitions, education programming and public engagement, all built around its outstanding collection. As the principal museum of the University of Cambridge and the largest cultural venue in the region, welcoming between 350,000 and 500,000 visitors a year, it fulfils its function as a crucial bridge between the University, the city and the rest of the world.

Founded in 1816 by the bequest of Richard, 7th Viscount Fitzwilliam, the Museum’s historic and modern buildings house over half a million works of art and material culture, spanning centuries and cultures, including: antiquities and applied arts; coins and medals; paintings, drawings, prints; Manuscripts books; and Applied Arts. The Museum’s painting conservation centre, the Hamilton Kerr Institute (HKI) is one of the world’s leading institutions for teaching and research in this area.

Today, the Fitzwilliam is one of the world’s leading university museums, committed to collaborative, inclusive and innovative practice, acting as a bridge between the University and its communities. With over 200 staff and 100 volunteers, the Fitzwilliam is the lead partner in the University of Cambridge Museums (UCM) consortium, which brings together all eight University of Cambridge museums and the Botanic Garden.

In line with the Fitzwilliam Museum Mission adopted in December 2019, the Museum is committed to developing its work and reputation as a great public asset and an extraordinary scholarly resource within the University, the region and the world. The Museum is entering a new era, having recently welcomed a new team of Deputy Directors with a shared commitment to engage powerfully with as wide a public as possible, producing and presenting compelling interdisciplinary collections-based research. The Museum is going through a period of transformational change, making this an exciting time to be joining.

Role Purpose

The Head of Learning and Participation at the Fitzwilliam is the strategic and senior management lead for the Museum’s learning, engagement and inclusion policy, programmes and resources. These include learning, health and wellbeing and creative programmes and resources for diverse audiences including adults, students, young people and those working with our partners in the health, wellbeing, community and voluntary sectors.

The role holder leads a programme and team of specialists which is recognised as sector-leading within the UK. The programme serves the wider region as well as the university and city community, and the role holder plays a leading role in developing the Fitzwilliam Museum’s regional strategy and partnerships, working with the Head of University of Cambridge Museums (UCM) Programmes. The work of the Learning team reflects the museum’s vision for its work to be underpinned and informed by the latest research created in collaboration with diverse stakeholders, partners and audiences, principles which are also embedded in ‘Collections, Connections, Communities’, a new cross University strategic research initiative. The Head of Learning and Participation will play a key role in leading this work. They are also the strategic lead for the University of Cambridge Museums’ (UCM) Arts Council NPO programme strands for Children and Young People and Health and Wellbeing, and play a key role in the UCM's Diversity and Inclusion work, leading on diversity and inclusion, interpretation and audience development for the Fitzwilliam Museum. They directly manage the specialists who run these programmes across the UCM. They lead and support the UCM learning consultation group and provide strategic and practical support and advice on audience development, learning and health and wellbeing programmes to the wider UCM group.
Their work serves a UCM-wide audience of 1.3 million people each year, of which c. 350,000 visit the Fitzwilliam, and directly provide museum education services for around 30,000 young people every year. It is closely linked to the University’s widening participation and public engagement strategies, priorities and programmes, and makes a significant contribution to student experience.

The Fitzwilliam Museum adopted a new mission and vision in 2020 and has embarked on an ambitious programme of transformation and change across the museum. The Head of Learning and Participation will be expected to lead on change in their area, which may include changes to their role and to the department. In the current structure the role reports to the Deputy Director, Engagement & Partnerships.

You will:

- Lead the Fitzwilliam Museum’s learning physical and digital learning, inclusion, participation and engagement programmes and resources for schools and young audiences, families, communities and adults in Cambridge, across the county and beyond in order to increase engagement, inclusion, impact and public awareness of our collections, exhibitions and related research programmes, the places, people and cultures it represents, and the big issues and debates of our time, ensuring our public programmes are inclusive, inspiring, representative and diverse.

- Lead our collaborations with research, teaching, impact, engagement and widening participation partners in the University in accordance with best practice in museum education, culture, health and wellbeing and diversity and inclusion, and work with the Deputy Director, Collections and Research and Senior Research Associate, Museum Learning, to identify and develop opportunities for research within and around our learning and participation programmes.

- Provide leadership and support for learning professionals across the University of Cambridge museums, and lead on our shared strategy and work in relation to children and young people, health and well-being and the wider community, particularly our strategy for work across the region with relevant public and community sector partners, ensuring delivery against ACE NPO commitments.

Key Responsibilities

1. Leadership, Strategy, Management

   - To lead and manage the Learning Department (Adult Programmes, Schools and Young Audiences, Families, Community Partnerships, Health, Wellbeing and Inclusion), and have responsibility for freelancers and volunteers who deliver learning programmes and projects

   - To develop and oversee new strategies for Audience Development, Engagement, Impact, Interpretation, Learning, Health & Wellbeing and Learning Research programmes, working in partnership with colleagues across the Museum and wider UCM, as well as in the learning team and with relevant academic and sector partners in the University of Cambridge and beyond, identifying opportunities for shared programmes and services across the UCM.

   - To play a lead role in diversity, inclusion, widening participation and access in the Museum and wider UCM, particularly in relation to public programmes

   - To inspire and motivate the Learning and Inclusion Team and the UCM Learning Group, encouraging collaboration and creativity to deliver world-class Museum learning, community, health and wellbeing and public events programmes, and related research, designed in consultation and partnership with audiences to delight, inspire, include, represent and captivate.

2. Learning Programme Development and Delivery

   - To develop and deliver an inclusive, diverse and inspiring programme, that meets audience needs, is fully integrated with the Museum's Collections, research and wider public programme and that fits strategically with the Museum’s principles, policies and purpose and delivers against the Museum’s Key Performance Indicators including Arts Council England, UKRI Research England, OFS and other funders

   - To work with the Head of UCM Programmes, the Research Facilitator and others in the UCM and
3. Sector, Regional and University Leadership in Learning, Cultural Education and Widening Participation

- To ensure that the Museum plays the strongest role possible in the development and delivery of national and regional developments in cultural education, widening participation and access, and culture, health and well-being, working in partnership with relevant sector and regional partners, and supporting schools, teachers and pupils in the region with a learning offer that is relevant to their needs. In pursuit of this to play an active role in national bodies, and represent the Museum and wider UCM at national and international conferences and seminars
- To be the Museum’s lead for East of England strategy and partnerships
- To work with the Head of UCM Programmes and regional partners to develop and deliver educational support to regional Partners through new and existing ways of working including digital experiences and projects
- To develop strong links with the relevant contacts in the University’s Public Engagement and Widening Participation teams to ensure that the Museum, and the UCM more broadly, is at the centre of the University’s Public Engagement and Widening Participation strategy and programmes and to secure funding and other support from relevant centrally held budgets

4. Leading Learning/Practice-Based Research and Teaching, Evaluation and Co-curation

- To work with the Deputy Director, Collections and Research and Senior Research Associate Museum Learning to devise and develop research and evaluation projects around our learning activity, including an innovative programme of practice-based research and co-creation, embedding principles and practice of co-production, co-creation and reflective evaluation across the museum.
- To work with the Deputy Director, Collections and Research, partners in the wider university including the Widening Participation and Teaching and Learning strategy office, and relevant student bodies, including the Fitzwilliam Museum Society, to extend the Museum’s offer and programmes for students, including internships, dissertation and other research opportunities, volunteering, events and by making links with the foundation year and DTP programmes

5. Interpretation and Digital

- Working with the Head of Exhibitions and Major Displays and the Head of Communications, to lead on a new, integrated approach to onsite interpretation of the Museum building, collections, exhibitions and temporary displays, with input from audiences, students, researchers and staff
- Working with the Head of Visitor Experience, develop a ‘Museum Explainers’ programme for front of house staff and student docents offering tours and talks to a broad audience, linking these to the latest research and to inclusive and relevant themes across the collections
- To work with the Deputy Director, Engagement and Partnerships and the Head of Communications and External Relations, and other stakeholders and to engage effectively with assessing the potential of opportunities for digital learning for all audiences, and in leading on digital learning and engagement projects
6. Resource Management, Funding Bids and Reports

- Advise the Director and SMT on Learning Department and Programme resource needs, to inform the Museum's financial plan and building Masterplan.
- Manage the Learning budgets, including budgets for specific projects and campaigns. Ensure projects are delivered to time and budget.
- Work with the Deputy Director, Engagement and Partnerships, the Head of UCM Programmes, the Head of Communications and External Relations and the Senior Associate Director, CUDAR, to secure funds for learning projects and programmes.
- Prepare reports and funding bids for learning programmes and projects for the Museum Syndicate, Arts Council England, UKRI Research England, Widening Participation, HEIF, City Council, County Council and other stakeholders, and ensure that the learning team is using reporting tools, CRM, evaluation and other tools to capture data and feedback on its work.

7. Partnership and Networking

- Liaise with key stakeholders internally and externally, including: the University’s Communications and Public Engagement team, CUDAR, Meet Cambridge; Marlay Group Committee and Friends; other UCM museums; ALVA, NMDC, MA, AMA, Visit Britain, Visit England and Visit Cambridge.
- Actively contribute to professional/sectoral networks and conferences, to share learning and to increase the reputation of the Museum as a leader in museum communications and development.

8. People Management, Motivation and Team Development

- Provide inspirational leadership and effective management to the Museum’s Learning and Participation team of c. 20 full and part-time staff, plus freelancers and volunteers, enabling all team members to contribute their best.
- Ensure digital skills and capability are developed across the team.
- Undertake staff reviews and manage staff performance.
- Support Learning staff across the UCM.
- Contribute to training and development for other groups of museum staff and for the UCM.

9. Safeguarding, Risk Assessment and other duties

- To have overarching responsibility for the creative direction and risk assessment of any very large-scale events, such as Latēs or large-scale cultural festival events, working with the Learning, Operations and Events Teams.
- To be the Museum lead for safeguarding, leading on this for learning and inclusion programmes and advising others in the Museum and wider UCM on implications for their areas of work.
- Other duties as may be required by the Director or Deputy Director, Engagement & Partnerships.
## Person Profile

This section details the knowledge, skills and experience we require for the role.

| Education & qualifications | • Degree in a relevant subject  
| | • Qualification in museum education, or equivalent  
| | • Post-graduate qualification in relevant subject, or equivalent (desirable)  
| | • Evidence of ongoing professional development.  
| Specialist knowledge & skills | • Leadership and management skills and experience, with highly effective motivational and team building and staff development skills  
| | • Well-rounded knowledge of museums, education, events management, community engagement and outreach, including knowledge of curriculum, and current priorities and policies for the education sector.  
| | • Excellent organisational skills and ability to manage programmes, projects staff and budgets effectively and efficiently.  
| | • Demonstrable skills in leading a team in setting and delivering strategies  
| | • Proven track record of building relationships internally across teams and departments, and externally with other organisations  
| | • Experience of using co-design, co-curation, or design-thinking methodologies  
| Interpersonal & communication skills | • Leader and motivator, creative and innovative  
| | • Excellent interpersonal skills and ability to work with people from all backgrounds.  
| | • Diplomatic, and experienced in dealing with influential stakeholders  
| | • Highly skilled influencer and negotiator  
| | • Outstanding written, visual and oral communication skills for a range of audiences.  
| Relevant experience | • Development and management of programmes for diverse audiences  
| | • Departmental management in a museum or similar institution  
| | • Management and delivery of digital projects  
| | • Responsibility for Safeguarding children and vulnerable adults  
| | • Substantial experience of leading creative and cultural learning programmes in museum or similar setting, including working with schools  
| | • Use and development of evaluation and research methodologies for learning and interpretation programmes  
| Additional requirements | • Experience of working in a HE or collegiate setting  
| | • Significant standing as a museum education professional  
| | • Commitment to diversity and inclusion  
| | • A clear sense of the potential links between the Museum’s collection and Learning programmes, a strong interest in our collections and the potential for connecting audiences with them.  

Terms and Conditions

<table>
<thead>
<tr>
<th>Location</th>
<th>The Fitzwilliam Museum</th>
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</thead>
<tbody>
<tr>
<td>Working pattern</td>
<td>Core hours for Fitzwilliam Museum staff working in the main museum building are Monday to Friday, 8.30am to 6pm and staff are normally expected to be at work between those times. Senior Managers work as Senior Duty Managers, covering weekdays and weekends on a rota’d basis. This role will include working at some events in the evening and weekends, and some travel.</td>
</tr>
<tr>
<td>Hours of work</td>
<td>This is a full-time role. There are no formal conditions relating to hours and times of work for academic-related roles, but you are expected to work such hours and days as are reasonably necessary for the proper performance of your duties. Your times of work should be agreed between you and your head of institution or your line manager</td>
</tr>
<tr>
<td>Length of appointment</td>
<td>Permanent</td>
</tr>
<tr>
<td>Probation period</td>
<td>9 months</td>
</tr>
<tr>
<td>Annual leave</td>
<td>In the full University year, 41 working days, including Public Holidays and periods when the Museum is closed (24-26 and 31 December; 1 January; Good Friday)</td>
</tr>
<tr>
<td>Pension eligibility</td>
<td>Universities Superannuation Scheme (USS) Pension scheme details, including information about the legal requirement for the University to automatically enrol its eligible jobholders into a qualifying workplace pension scheme from 1 March 2013, is available at: <a href="http://www.pensions.admin.cam.ac.uk/">http://www.pensions.admin.cam.ac.uk/</a>.</td>
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<tr>
<td>Retirement age</td>
<td>There is no retirement date for unestablished academic-related staff</td>
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<tr>
<td>Closing date</td>
<td>12 midnight on Monday 6 June 2022</td>
</tr>
<tr>
<td>Interview date</td>
<td>Interviews are expected to take place in person on Tuesday 14 and Wednesday 15 June, and we hope to notify shortlisted candidates on or before Thursday 9 June. Please confirm your availability for interview on 14 and 15 June when you apply.</td>
</tr>
<tr>
<td>How to apply</td>
<td>To submit an application for this vacancy, please click on the link in the ‘Apply online’ button on the advert published on the University’s Job Opportunities pages <a href="http://www.jobs.cam.ac.uk">http://www.jobs.cam.ac.uk</a>. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form. Any queries should be directed by email to <a href="mailto:hr@fitzmuseum.cam.ac.uk">hr@fitzmuseum.cam.ac.uk</a>.</td>
</tr>
</tbody>
</table>

Screening Check Requirements

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. If you need further information, you may find the Right to Work page within the ‘Applying for a job’ section of the University’s Job Opportunities pages helpful (please see http://www.jobs.cam.ac.uk/right/have/).

This role requires a basic Disclosure and Barring Service (DBS) Check and a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this/these check(s); whether an outcome is satisfactory will be determined by the University.
General Information

The University of Cambridge

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 first-class 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 the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are 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.

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 students, provide student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

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.

There is much more information about the University at http://www.cam.ac.uk/univ/works/index.html which we hope you will find helpful.
The University of Cambridge Museums (UCM)

The University of Cambridge Museums is a consortium of the eight University Museums and the Cambridge University Botanic Garden, which works in partnership with other Cambridge University collections as well as with museums and other partners regionally, nationally and internationally.

The University’s collections are a world-class resource for researchers, students and members of the public representing the country’s highest concentration of internationally important collections, all within walking distance of the City Centre.

Through a collaborative, audience-facing approach, UCM programmes focus on unlocking the University’s collections, and the research activities which underpin them, for a larger and more diverse audience and through sector support and partnership.

The current UCM NPO funding and programme runs to 31 March 2023, and is being delivered by:

- The Fitzwilliam Museum
- The Museum of Archaeology and Anthropology
- The Sedgwick Museum of Earth Sciences
- The Museum of Zoology
- The Whipple Museum of the History of Science
- The Polar Museum, Scott Polar Research Institute
- Museum of Classical Archaeology
- Cambridge University Botanic Garden

Kettle’s Yard and the University Library are associate partners, and part of the wider UCM Steering Group.

The UCM Programme and Team are based at the Fitzwilliam Museum, which is the lead partner for the UCM NPO funding and represents the UCM at the National Museums Directors Council. The Fitzwilliam Museum provide management and financial oversight and administrative support for the UCM programme. Work is underway in preparation for the NPO submission for 2023-26, which will respond to the priorities set out in Let’s Create, the Arts Council’s 10-year strategy and delivery plan. In preparation, the UCM is currently working on a strategic review to strengthen its structure, resilience and delivery mechanisms. UCM Directors and research leads have recently made a successful bid to establish a university-wide Strategic Research Initiative focusing on the university's collections and collections-based practice.

The Fitzwilliam Museum

The Fitzwilliam Museum was founded in 1816 by the bequest of Richard, Viscount Fitzwilliam, an eighteenth-century collector whose gift to the University included funding for the original building on Trumpington Street which opened to the public in 1848. Since then the Museum and its collection have continued to grow, thanks to generations of benefactors. Today, it houses over half a million works of art and antiquities spanning centuries and civilisations and has an international reputation for excellence in research, exhibitions and education programmes. The Fitzwilliam Museum’s collection were awarded designated status by the Arts Council England in 1997. The Hamilton Kerr Institute (HKI) at Whittlesford is a department of the Museum.

The Fitzwilliam is the lead for the University of Cambridge Museums (UCM) partnership, one of 12 museum services across England in the Arts Council’s National Portfolio at Band 3 (Band 3 National Portfolio Organisations (NPOs) are those in receipt of over £1 million of Arts Council NPO funding per annum), with a responsibility for sector leadership and support. The Fitzwilliam is also the recipient of the second largest investment made by Research England’s Museums, Galleries and Collections Fund.
Before the first COVID lockdown in March 2020, the Museum welcomed between 350,000 and 500,000 visitors a year, depending on its exhibition and building programmes. In addition to its function as the principal museum of the University, the Fitzwilliam offers a wide range of public and targeted learning and community programmes, and provides the principal museum service to Cambridgeshire and neighbouring counties. It also provides the wider HE community with unparalleled research access to the collection through its website, study rooms and reference library. Collections-based research undertaken by curators and academics at the Museum, in the wider University and beyond has given rise to exhibitions, loans, publications and conferences. The Museum's extensive online resources are used by a world-wide audience of scholars, teachers and learners. The Museum's last major capital extension was the £12 million Courtyard Development which was completed in 2004. Since 2015, the Museum has been working with the University Estates Division on a Masterplan for the Museum, which has been approved in principle by the University’s Capital Project Group and Planning and Resources Committee.

The Museum is a Non-School Institution of the University. It is overseen by the Fitzwilliam Museum Syndicate, a statutory body which reports to the University General Board. The Museum’s Director is a member of the General Board’s Museum Committee and the Cambridge Museums Steering Group which bring together all eight museums and the Botanic Garden.

There are currently four divisions within the Museum, each headed by a Deputy Director reporting to the Director:
- **Operations** which combines the operational functions of the museum (finance, HR, facilities, Digital and IT)
- **Engagement & Partnerships** which includes public engagement (communications, public programmes and learning) and visitor experience
- **Collections & Research**, which comprises curatorial, research and collections management
- **Masterplan, Exhibitions and Major Displays**, which oversees exhibitions, displays and major capital projects.

The Director of the Hamilton Kerr Institute, the Conservation Institute of the Museum, oversees museum conservation. In addition, the work of the Museum is supported by a Senior Associate Director at Cambridge University Development and Alumni Relations (CUDAR) and Fitzwilliam Museum Enterprises (FME) Ltd, which runs retail, wholesale and online sales and commercial licensing for the University's museums and collections. In all there are approximately 200 members of staff and over 100 volunteers.

For more information on the Fitzwilliam Museum, please visit [http://www.fitzmuseum.cam.ac.uk](http://www.fitzmuseum.cam.ac.uk)

**Working at the University**

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 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 and 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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: http://www.equality.admin.cam.ac.uk/

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

Living in Cambridge

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/. 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.

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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.
CAMbens employee benefits
We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMbens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.

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 emergency family care support via My Family Care. 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 Office of Postdoctoral Affairs supports the postdoctoral community within Cambridge. Further details are available here: https://www.opda.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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the Cambridge Science Festival and Cambridge Festival of Ideas, as well as Open Cambridge weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University’s values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. 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. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

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/