Role Purpose

The CORE Fellow will be responsible for community, outreach, and recruitment activities in Engineering, developing the Engineering community within and beyond the College.

Duties

1. Liaise with the College’s existing Engineering Alumni, Fellows, graduate students and undergraduates to help them connect with the engineering community, industrial partnerships, outside speakers and events.
2. In conjunction with the Senior Tutor and Widening participation team, develop bespoke engineering outreach materials and participate in events within schools.
3. Liaise with the University Engineering Department as necessary to ensure the College’s outreach work supports and complements that of the University.
4. Assist with recruitment events both within Churchill College and the wider university, encouraging applicants and assisting talented students through the application process.
5. Initially supported by the Admissions Team, develop an Engineering specific programme for prospective applicants to Churchill College and the wider University
6. Assist in the development of industrial links and partnerships between the College and business, aiming to guide students interested in finding summer projects, year-in-industry placements, and complementary gap year appointments.

Requirements

Essential skills, qualifications and experience:

1. A degree in Engineering
2. Knowledge of Engineering as a profession, including some industrial experience or experience in developing industrial partnerships in an academic context
3. Graduate work or equivalent experience developing engineering practice within an industrial setting
4. Involvement in community engineering projects
5. Excellent written and verbal communication skills
Desirable skills, qualifications and experience:

1. Previously developed and overseen multiple individual and collaborative projects, including leading the implementation and execution of said projects
2. Project management: for example, timetabling and meeting project milestones with both academic and industrial partners
3. Demonstrated ability to manage communication with varied stakeholders from secondary school students through to industrial partners

Background

The College

Churchill is one of the thirty-one Colleges of the University of Cambridge. It was founded in 1958 as the national and Commonwealth memorial to Sir Winston Churchill. Situated just outside the city centre on a superb 42-acre site, it is an academic community of c. 490 undergraduates, 375 graduate students and 158 Fellows. Its foundation specified a particular mission in engineering, mathematics, science, and technology but it also has many students in the arts and humanities. Our academic performance is outstanding across the board. Its student body is notably diverse, including a high proportion of students from UK state schools and colleges, and from under-represented backgrounds.

The role

This is a newly created role, arising from funding generously donated by benefactors and hence it will be known as the Greg and Rosie Lock CORE Fellow.

Churchill has a strong track record in attracting and teaching engineers. This role has been created with the aim of building on and developing the Engineering community, creating strong and effective links between the College and schools, further education colleges, the alumni network and industry.

At different points in the year, this post involves a variety of human contact and travel to schools and industrial partners. The College is hoping to recruit an individual with graduate level experience as well as industrial experience. Candidates will need very good communication skills as the post-holder will be working with schools, colleges, individual would-be applicants and their families. The post-holder may need to travel extensively and will likely have to stay away from Cambridge on a few nights.

This role would suit an outgoing, highly organised engineer with excellent communication, organizational and community-building skills. An understanding of engineering as a profession is essential, as is graduate education or equivalent industrial experience. There is no expectation that the CORE Fellow would deliver teaching within the College, though there may be some teaching opportunities for suitable candidates.

Terms and conditions

The salary scale for the post is set at Cambridge University scale points 56 to 58, that is £51,799 to £54,943 per annum.

The post will be fully pensionable within the Universities Superannuation Scheme.

Working hours are 37.5 per week. Some evening and weekend work will be required.

There may be some flexibility in the appointment and by negotiation an 0.8 FTE appointment could be agreed, to be combined with other employment or industrial involvement.
The appointment will be for three years in the first instance and may be renewable for up to five years (subject to funds).

The appointee will be elected to a Fellowship of the College and will receive the associated benefits and entitlements.

**How to apply**

Please apply by sending an email to Mrs Katherine Shirley, HR Manager at hr@chu.cam.ac.uk, attaching the following documents:

- a full Curriculum Vitae (CV),
- a covering letter outlining how you match the criteria for the post and why you are applying for this role.

Please note that shortlisted candidates will be asked to submit a proposal about how they would seek to develop Engineering with the Churchill Community.

Please also include details of two professional referees, including e-mail address and phone number, who have agreed to provide a reference. The College will contact referees before interview so please ensure you give details of referees whom you are happy to be contacted prior to an offer of employment having been made.

Once an offer of employment has been accepted, the successful candidate will be required to undergo a health assessment and pass a criminal records (DBS) check.

The closing date for applications is 11 November 2021