



The Faraday Institute  
St Edmund's College  
Cambridge CB3 0BN

## **THE FARADAY INSTITUTE, CAMBRIDGE**

### **ADMINISTRATOR**

FP2/12

The Faraday Institute for Science and Religion ([www.faraday-institute.org](http://www.faraday-institute.org)) is looking for a proactive and efficient individual to be the Institute administrator (due to the retirement of the current administrator at the end of 2014). You will be the first point of contact for the Institute and therefore the public face of Faraday. The role has two aspects: 60% being the important administrative duties that ensure the smooth running of the Institute; and 40% being to support the Marketing and Events Manager in running courses and other events. The latter will involve working a few weekends and evenings, for which time off in lieu may be taken. The work involved is varied and requires a willingness to be flexible in response.

The successful candidate will have relevant background experience and must be in agreement with the ethos and aims of The Faraday Institute. The salary for this position will be in the range £24,519 to £27,074 per annum, depending on qualifications and experience, plus benefits.

A detailed Job Description and Person Specification may be requested from Mrs Polly Stanton [[ps400@cam.ac.uk](mailto:ps400@cam.ac.uk)]. Applications quoting Position FP2/12 should include a c/v, naming three referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position. Applications (preferably by e-mail) should be sent to The Faraday Institute Administrator, Mrs Polly Stanton, St. Edmund's College, Cambridge, CB3 0BN, UK [[ps400@cam.ac.uk](mailto:ps400@cam.ac.uk)] by Friday 14th November 2014. Interviews are expected to be held on Monday 24th November 2014.