

# Project Administrator (Part Time, Fixed Term)

McDonald Institute for Archaeological Research

Closing date: 21 November 2024

Job Reference: JC43795



## Project Administrator (Part Time, Fixed Term)

**Salary:**

£25,742 - £29,605 per annum  
pro rata

**Contract:**

Fixed Term (to 30<sup>th</sup> June 2025)

**Location:**

Downing Site, Cambridge

**Faculty / Department:**

McDonald Institute for  
Archaeological Research,  
Downing Street, CB2 3ER

**Responsible to:**

Project Principal Investigator

**Working Pattern:**

Part-time (0.4 FTE, 14.6 hours  
per week)

**Purpose of the role**

The McDonald Institute for Archaeological Research invites applications for a Project Administrator, generously supported by Arcadia (<https://www.arcadiafund.org.uk>). The role is a fixed term, part-time position (0.4 full time equivalent), available in the first instance until 30 June 2025.

The post-holder will be employed by the Mapping Africa's Endangered Archaeological Sites and Monuments (MAEASaM) project ([@MAEASaMProject](https://maeasam.org)), which is embarking on its second phase (2024-29). The project aims to identify, document and share knowledge of endangered archaeological sites across eleven African countries using a combination of remote sensing, historical map analysis, records-based research supported by ground-verification, and in-country assessments of the nature, extent and likelihood of threats to these heritage sites. The documentation is carried out in collaboration with in-country authorities in Africa, who are responsible for national heritage management and who guide the project on principles of data-sharing through an Open Access Arches database.

The core institutional partners in Phase 2 are: University of Pretoria; Université Cheikh Anta Diop de Dakar; British Institute in Eastern Africa; University College London; University of York; Uppsala University; Royal Museum for Central Africa and Universidade Eduardo Mondlane. The MAEASaM project also collaborates with key institutions and stakeholders in Africa, as well as with other Arcadia-funded projects, including Mapping Archaeological Heritage in South Asia (MAHSA), which is also hosted at the University of Cambridge.

The Project Administrator will join the Cambridge-based MAEASaM team comprising the Principal Investigator (PI), the Project Manager (PM), Researchers, and a second part-time Project Administrator with whom the post-holder will work closely to ensure that the project's administrative needs are met.

**Latest MAEASaM news**

[Arcadia awards over £10 million for 2 major archaeology projects | University of Cambridge](#)

## Key responsibilities

The key responsibility is to provide complete administrative support to the MAEASaM team, reporting to the PI and the PM. The main tasks and estimated allocations of time for the role are as follows:

**40% - Undertake general administrative duties** in accordance with the University's established procedures, to include: Researching and booking travel and accommodation; Procuring goods and services (quotes, purchase orders); Organising and minuting meetings, including preparing papers, attending the meetings to take notes and following up actions (monthly Management Meetings, ad hoc Advisory Board Meetings, and weekly team meetings); Setting up/maintaining project records.

**40% - Support the efficient financial administration of the project** in accordance with the University's financial procedures, to include: Monitoring income and expenditure information from the University Finance System to check that accurate and appropriate budget coding is maintained; Producing detailed statements of expenditure against budgets, and liaising with appropriate staff; Tracking and handling incoming invoices, specifically with regard to partner invoicing so that accurate, timely invoices are received; Collating and presenting financial details for inclusion in reports to the funder (in conjunction with the Project Manager, HSPS Finance Manager and Research Office as required); Using the Concur expenses system to monitor and process project expenses including those incurred using the project credit card; Handling expenses claims submitted by visitors; Maintaining financial records as required.

**10% - Contribute to the project's communications, dissemination and events**, as required. To include: Supporting project seminars and other events through contributing to publicity, booking rooms and catering, and preparing materials; Supporting the team's social media activity if required, which may include posting to @MAEASaMproject accounts and/or proofreading of posts; Supporting the production of the MAEASaM electronic newsletter if required, which may include liaising with the Newsletter Editor and/or helping with proofreading and editing of content; Monitoring the project's mailboxes, dealing with messages and enquiries, and liaising with internal and external partners and collaborators; Maintaining/improving the MAEASaM mailing list if required.

**10% - Undertake HR-related project tasks** in accordance with the University's HR procedures, including: Supporting the onboarding of new staff or visiting researchers; Yearly distribution of the University's annual leave sheets to Cambridge team members and explaining the procedures for taking and recording annual leave, sickness leave and other absences; Providing administrative support to the PM for the recruitment of project staff.

# Person Specification

Criteria	Essential	Desirable
<b>Education</b>		
Educated to A Level standard or equivalent standard/NVQ level 3 or equivalent level of practical experience	✓	
<b>Experience</b>		
Experience in an administrative role	✓	
Experience working in a higher education setting		✓
<b>Skills</b>		
Experienced user of Microsoft Office	✓	
Excellent planning & organisational skills	✓	
Ability to communicate effectively and work collaboratively to support a diverse, widely dispersed team	✓	
Experience in administering and reporting on Financing	✓	

# The McDonald Institute for Archaeological Research



## **The McDonald Institute for Archaeological Research is part of the University of Cambridge's Department of Archaeology.**

Based on the Downing Site in Cambridge's historical city centre, the McDonald Institute serves as an interdisciplinary hub to further research by Cambridge archaeologists and their collaborators into all aspects of the human past.

It does so by providing a shared intellectual home, offering Cambridge archaeologists a programme of seminars, workshops, conferences, publications and research grants.

The building also provides laboratory space for a wide range of archaeological research which crosses continents, periods and approaches in its exploration of the diversity of the human past.

The McDonald supports archaeological fieldwork, archaeological science, material culture studies, and archaeological theory in an interdisciplinary framework. It produces the [Cambridge Archaeological Journal](#) and publishes the [McDonald Institute Monographs](#).

# Terms of Appointment

## Tenure and probation

The appointments will be made on a fixed-term basis until 30 June 2025, when the funding for the role will come to an end. Appointments will be subject to satisfactory completion of a three-month probationary period.

## Hours of Work and Working Pattern

The hours of work for the position are 14.6 hours per week. Specific working patterns will be discussed and agreed with the candidate.

## Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit: [www.pensions.admin.cam.ac.uk/](http://www.pensions.admin.cam.ac.uk/)

## Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

## General information

### Pre-employment checks

#### Right to work in the UK

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.

**Health declaration** Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

#### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

**References** - offers of appointment will be subject to the receipt of satisfactory references.

#### Equality and Diversity

The MAHSA project team is diverse and inclusive. We welcome and encourage candidates from all backgrounds to apply.

## 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/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, contact the HR Team on [hr@hsp.cam.ac.uk](mailto:hr@hsp.cam.ac.uk)

# The University

**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 world-leading 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 academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is 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.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



# 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 undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

*Stephen Toope, Vice Chancellor 2019*



# Working at the University

**Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 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 science and technology campus to the west of the city centre, and is 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 & 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 groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

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

# Living in Cambridge

**Cambridge is rich in cultural diversity. 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/RelocationService/>. 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.



## CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



# What Cambridge can offer

## 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 paid emergency leave for parents and carers.

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 Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.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. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is 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 as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. 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. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



# How to apply

Applications should be submitted online via the University of Cambridge jobs page [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Dr Stefania Merlo, MAEASaM Project Manager (Email: [sm399@cam.ac.uk](mailto:sm399@cam.ac.uk))

If you have any queries regarding the application process, please contact the HR Team:  
[hr@hsp.cam.ac.uk](mailto:hr@hsp.cam.ac.uk)

The closing date for applications is: 21 November 2024.

The interview date for the role is expected to be: 5 December 2024.