Overview of the Gateway Programme

The Gateway Programme was established to ensure that young women from all backgrounds are able to make the most of the opportunities at Cambridge. Through cross-disciplinary workshops and practical activities, the programme encourages students to be bold in their aspirations and to develop the knowledge and skills to make these achievable.

The primary focus when students first join the college is on academic progress, this subsequently expands into personal development and preparation for leadership roles and career.

The programme complements the support and resources that already exist through Directors of Studies, tutors, academic departments and the Careers Service and has been running successfully in its current form for six years.

Further Information relating the Gateway Programme is shown on the attached documents.

Key duties and responsibilities of the role:

- **To lead and oversee the educational, personal and career development programmes and activities of the College for both graduates and undergraduates.** This includes:
  - Continuing to review and adapt the College’s Gateway Programme in the light of student feedback, research and initiatives in the Higher Education sector, and an understanding of employers’ expectations of graduate level recruits.

  This involves:
  - Working with academic Science/Technology and Arts/Humanities coordinators to maintain and develop a full first year undergraduate level programme of
academically-focused sessions centred on transition to University, strengthening of advanced study skills and other high-level skills related to educational ambition and achievement as well as revision and exam preparation skills.

- Building good relationships with Directors of Studies and with Tutors to ensure that the contribution of the Gateway Programme to academic progress is well grounded in their understanding and experience and a positive contribution to the work that they already undertake.

- Working with other internal and external personal and career development professionals to maintain and develop a full programme for second year undergraduates and beyond, as well as postgraduates, considering the further development of educational skills but also focusing more on further aspects of personal and career development, including the tools, skills and understanding which will enable them to engage effectively with the job landscape now and into the future.

- Working to maintain and develop a programme of internships and of work-shadowing opportunities with external employers for undergraduate and graduate students.

- As a new part of the programme, to run or put in place a leadership/life skills programme for finalist undergraduates and refine it in the light of experience and feedback.

- Strengthening the contribution of the Gateway Programme to the development of students’ resilience, self-belief, ambition and decision-making. Continuing to support and develop the contribution of the Gateway Challenges Scheme in helping to engender these characteristics.

- Managing and coordinating this Gateway Programme:
  - Contributing to the conceptual development of the Gateway Programme;
  - Management/coordination of the programme elements to include, appointing academic, employer, alumnae and practitioner providers, publicity, communication and co-ordination of content, oversight of administration, funding/budgeting and evaluation.
  - Linking with the Admissions Tutor to support and keep abreast of the use and evolution of Gateway Awards
  - Negotiating a coherent way of presenting the Gateway Programme and all its elements effectively to several key (and different) audiences (eg prospective students, school teachers, parents, alumnae and professional contacts)

- To be a resource in the College for the knowledge of personal and career development approaches appropriate for outstanding young women students. This involves:
  - Providing guidance and advice to staff and students on best practice in career preparation and development for women undergraduates and for women graduates in the workplace and applying that knowledge within Gateway and the College more broadly.
  - Close liaison with the University Careers Service in order to optimise the use of what already exists and complement with initiatives and support which add further value, tuned to the needs and opportunities for women.

- Working closely with the Senior Tutor, President, Admissions Tutor and others (as necessary), planning and delivering new initiatives as appropriate. This will include:
  - Planning and developing our Flying Start programme to provide developmental resources and
skills for new students preparing to begin their courses.

- Working in particular with the Admissions Tutor on the personal development aspects of our highly successful Pathways event for Year 12 students.
- Reviewing research on educational, personal and career development in Higher Education and beyond to consider and propose other ways in which the College can develop and strengthen what it offers students at different stages of their studies.

**Person Specification**

<table>
<thead>
<tr>
<th>Qualifications required for the post:</th>
<th>Essential</th>
<th>Desirable</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Postgraduate / professional qualifications relating to personal and career development (e.g. CIPD; Occupational Psychology; career and personal development coaching)</td>
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| Level of skills, knowledge, experience: | significant experience in the design, development and delivery of talent management, personal and career development programmes. Sound understanding of graduate recruitment and selection processes and of graduate career patterns | Experience in the design, development and delivery of personal and career development programmes specifically for:  
- students and young people  
- women |

| IT skills: | High level MS Office skills. Effective use of online resources. | Experience of Moodle. |

| Understanding of the context: | An up-to-date understanding of Higher Education and of competing pressures, demands and opportunities for students' academic and personal development | Experience in the Higher Education context and of the Oxford and Cambridge educational methods. Experience / knowledge of graduate careers, recruitment, selection and talent management in a variety of organisations |

| Networking | Proven ability to build and strengthen networks, both within and external to the College (with alumnae and other potential Gateway contributors; with researchers and practitioners in the field; with employers, schools and others) to publicise Gateway and the College. |

| Language skills: | All staff must be able to speak English to a good level. English is spoken by all staff when on-site. For most posts the ability to read/write English to a reasonable level is required. |

| Personal attributes | Highly organised and motivated. Considerable attention to detail. Excellent communication skills, both written and oral. An ability to engage with young people and an excitement in doing so. Ability to engage and enthuse potential contributors and suppliers to Gateway. Able to form good working relationships with the Fellows and other staff of the College. |
Salary and Conditions

The salary will be dependent on experience. The position is a permanent post subject to a six month probationary period.

The basic hours are 37.5 per week. The jobholder may be expected to work overtime when required (overtime is not paid, but time owed may be taken during quieter periods).

Benefits include a pension scheme, 25 days holiday plus bank holidays, pro rata in the first year and for part-time appointments. On-site parking & subsidised gym membership. Annual bonus scheme after a qualifying period. Lunch is provided when the kitchens are open.