

**Office Manager & PA
IdeaSpace**

ideaSpace exists to create the best community for, and environment to support, the creation of new ventures in Cambridge.

Created in 2009 through funding from the Hauser-Raspe Foundation and the East of England Development agency, ideaSpace opened its co-working space in the Hauser Forum in June 2010 and as of January 2013 has a membership of 115 people engaged in 75 resident ventures, and over 130 alumni members and 70 alumni ventures.

ideaSpace is a part of the University of Cambridge and is supported and managed by IfM Education and Consultancy Services Ltd, a wholly-owned subsidiary of the University of Cambridge.

In May 2013, ideaSpace will open its second facility, located in the centre of Cambridge. We are seeking an Office Manager & PA to manage this facility and support the ideaSpace Director. The Office Manager will work with the Office & Communities Manager, who is based at the Hauser Forum, West Cambridge.

Reporting to the ideaSpace Director and responsible for:

Office Management (40%)

Manage the city ideaSpace office facility to ensure that it is a productive and attractive environment for Members and guests to work in, by:

1. Ensuring appropriate standards of reception and other services, housekeeping, health and safety, and facilities
2. Contributing to and implementing plans to develop the 'pre-incubator' facility
3. Basic front line IT support

PA to Director (40%)

Provide administrative support to the ideaSpace Director. Such support might include:

1. Diary management
2. Screening and managing phone calls
3. Meeting and visitor support and management

Administrative Support (20%)

Increase the effectiveness and efficiency of the ideaSpace team by providing support, such as:

1. Organising visits by press, national and international governments, and potential Members.
2. Preparation of meeting documents and reports

Criteria	standard	Essential/desirable
Qualifications	Educated to A level or equivalent experience	E
	Qualification in business-related discipline	D
	Relevant administrative qualifications	D
Demonstrable experience	Facilities or office management	E
	Community or membership organisation management	D
	Experience of business support/administration	E
	Excellent communication skills	E
	Experience of working in a customer-facing role	E
	Diary management & PA experience	E
	Obtaining feedback and self-assessment	D
Knowledge	Good knowledge of computers & Microsoft packages	E
	Experience in a start-up environment	D
Skills	Web content management	D
	Social media use	D
	Attention to detail	E
	Working closely with others	E
	The ability to prioritise and manage own workload	E
	Ability to work unsupervised	E
	Confident telephone manner	E
	Document editing & management	E
	Multi-tasking	E
Personal attributes	Ability to provide basic IT support	D
	Organised	E
	Self-motivated	E
	Confident	E
	Patient and calm under pressure	E

Salary: £23-25k pa

Application

Please send your CV and covering letter by 12 Noon on Friday 5th April to:

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