



Programme and Office Assistant

Overview

Founded in 2000 through a landmark donation from the Gates Foundation, the Gates Cambridge Trust is one of the University of Cambridge's most prestigious scholarship programmes. We support outstanding postgraduate students from across the globe to study any subject at Cambridge, bringing together talent, ambition and ideas from every corner of the world.

Our mission is to build a global community of future leaders committed to improving the lives of others. Gates Cambridge Scholars are driven to tackle some of the world's most pressing challenges, working across disciplines and borders to create positive change.

To date, we have awarded more than 2,200 scholarships, with over 1,800 alumni across 112 countries. Demand for the programme continues to grow, with nearly 9,000 applications for 2025 alone.

Our scholars are part of a supportive and inclusive community, underpinned by five core values: Compassion, Learning, Internationality, Community and Change.



Position summary

The Programme and Office Assistant provides administrative support to the Gates Cambridge Trust scholarship programme, including the application and selection process. The role also supports applicants, Scholars-Elect and

Scholars and contributes to the effective day-to-day running of the Trust's office.

Reporting to the Sr. Programme Manager, the post holder works closely with the Programme Officer and acts as the initial point of contact for prospective applicants and Scholars-Elect, providing a professional service by email, telephone and in person. The role involves liaison with colleagues across the Collegiate University; supports the Trust and its Scholars in accordance with data protection requirements; and provides cover for the Programme Officer during periods of absence.

Main areas of responsibility:

Application & Selection

- Manage enquiries and shared inboxes, providing clear and timely responses to prospective applicants.
- Support the annual selection process, including coordinating interviews, preparing materials, and managing communications with candidates.
- Oversee interview logistics (scheduling, venues, AV, catering and candidate support).
- Issue offer letters and manage responses from successful applicants
- Coordinate onboarding of new scholars, including records management, financial information, and CRM updates.
- Liaise with internal teams to ensure accurate and timely data sharing and systems set-up.

Current Scholars (as and when required)

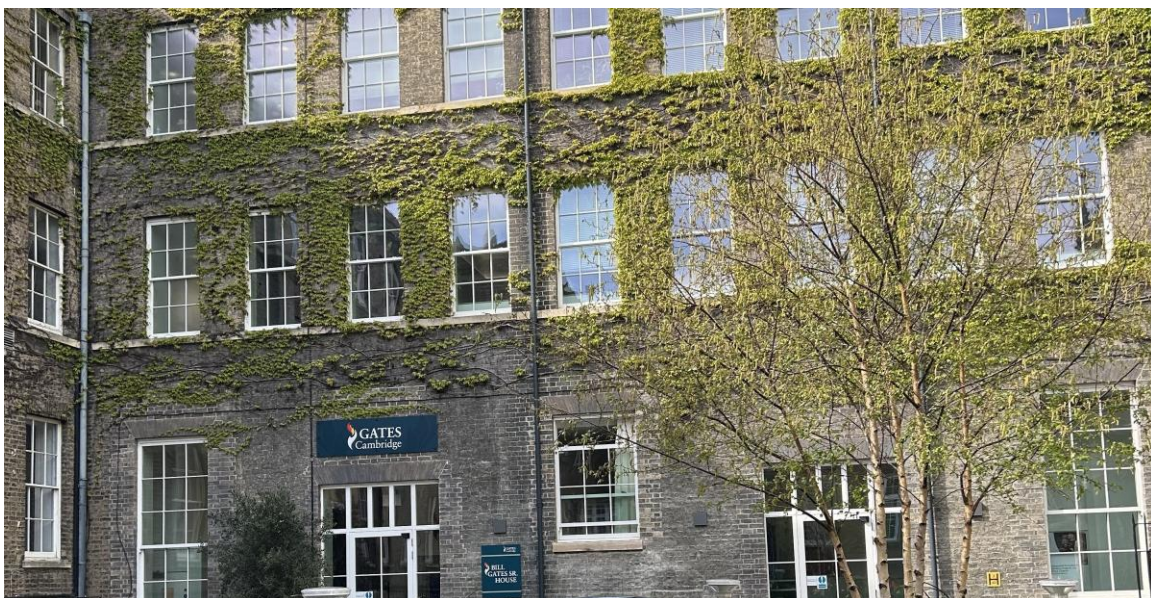
- Maintaining an up-to-date knowledge of the Trust's guidelines and policies for scholars; updating these as required; and advising scholars accordingly.
- Handling email, telephone and in-person enquiries.
- Contributing to the continuous improvement of operational processes.

Events

- Organise and support delivery of key Trust events, including orientation, welcome and graduation activities.
- Assist with major flagship events such as the Annual Lecture and Gates Cambridge Weekend.
- Support post-event evaluation and reporting.

Other support

- Provide high-quality administrative support across the Trust, including communications, CRM updates and general office coordination.
- Manage calendars, meeting logistics, room bookings and visitor arrangements.
- Maintain accurate records, filing systems and contact databases.
- Support office operations, including supplies, facilities coordination and health & safety checks.
- Liaise with suppliers to ensure cost-effective services and resources.
- Assist with onboarding and offboarding logistics for staff.
- Assist with any other projects that are required from time to time to support the Trust operations.
- All Trust staff are required to participate in all mandatory training relevant to their role and to maintain up-to-date knowledge of policies, procedures and developments in their line of work. This includes completing refresher training as needed.



Skills and Knowledge

- Excellent written and oral communication skills.
- Strong digital literacy, with confidence using technology and data.
- Proficiency in Microsoft Office suite.

Approach

- A positive, solutions-focused approach.
- Ability to work both independently and collaboratively.
- Strong interpersonal skills, with confidence engaging colleagues at all levels.
- Professional, discreet and mindful of confidentiality.
- Comfortable in a student-facing environment.
- Culturally and politically aware.
- Resilient, adaptable and able to manage competing priorities.
- Demonstrable commitment to the Trust's mission and values.

Qualifications and education

Level 3 qualification [A Level] and/or equivalent professional experience as a minimum.

Benefits

- Salary: £27,319 – £31,236
- Annual leave: 33 days (including Christmas closure and bank holidays)
- Pension: eligibility for the University of Cambridge Contributory Pension Scheme.
- Additional benefits: access to employee discount scheme.
- Commitment to ongoing training and professional development.

Other things you need to know

Pre-employment checks: The Trust is required to confirm your right to work in the UK before employment can begin. Any offer will be conditional on this requirement being met.

The Trust actively supports equality, diversity and inclusion and encourages applications from all sections of society.

Applicants are encouraged to apply even if they do not meet every criterion; we welcome applications from individuals who are enthusiastic about the role and can make a positive contribution.

We are open to part-time applications.

This is an office-based role. Occasional out-of-hours work will be required.

Location: Bill Gates Sr. House, 17 Mill Lane, Cambridge, CB2 1RX

How to apply

Applications must include the following:

- A current curriculum vitae (one to two pages of A4).
- A cover letter setting out why you are a good fit with the role (usually one page of A4).
- The names of two referees (these can be included in your CV or as a separate document and will only be contacted in the event of an offer).
- The above should be sent to jobs@gatescambridge.org by **12pm on Thursday 4 June 2026**. Please save all documents you submit using the format: First name Last name document type – e.g. Joanna Smith cover letter.
- Interviews are expected to be held on **Wednesday 10 June 2026**. Shortlisted candidates will be contacted with further details.

Our Values

Gates Cambridge is an international community of scholars bounded by a set of shared core values:



Compassion – we are a community that cares deeply for others and supports each other



Learning – we are dedicated to pursuing knowledge with curiosity in all areas and to learning from others



Internationality – we are a global network which values people from different countries and cultures



Community – we are an inclusive community committed to building a strong sense of belonging



Change – we are dedicated to improving the lives of others and to driving positive social change