ROBINSON COLLEGE, CAMBRIDGE

FURTHER PARTICULARS FOR THE POST OF
BUSINESS DEVELOPMENT MANAGER

- **Background Information**
  Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981. The buildings, together with houses on the site, form a Cambridge College of moderate size which can accommodate nearly 400 undergraduates, 60 or more Fellows, over 100 post-graduate students and some visiting scholars largely from other countries.

  Since its opening, the College has operated a commercial conference and function business, the profit from which makes a vital contribution to its academic vocation. The College operates function and day meeting business throughout the year, with residential events being offered during all three vacation periods.

  The newly built conference centre Crausaz Wordsworth Building was opened in 2015 as a standalone meeting and function facility. This building is open all year round and aims to show case a very sustainable product and offering.

- **Conference and Sales Team**
  This post would be a member of the Conference and Sales Team which consists of five other people – Conference and Catering Manager, Conference Office Manager, one Conference Coordinator, one Junior Events and Sales Coordinator and one reservationist.

  The team works very closely with the catering team, also managed by the Conference and Catering Manager. Also working within the same office suite are the Deputy Catering Manager and the Catering Administrator.

- **Hours of Duty**
  This post is full time, 37 hours per week. Normal office hours are from Monday to Thursday 9.00 am to 5.30 pm, Friday 9.00 am to 5.00 pm, with one hour for lunch. A flexible working routine is required to allow for business needs to be covered, though it is anticipated that there will be a regular routine for most weeks.

- **Travel and expenses**
  This role is predominately office based but would include visiting clients to secure business. Wherever possible and practical, second class train travel is encouraged with tickets booked in advance to minimise costs. Where car travel is unavoidable, the employee will be expected to use own transport (with business use insurance cover) for which mileage may be claimed at 45p/mile.

  There is also expected to be significant volume of telephone work. A mobile telephone will be provided which may be used to make business calls, billed to the College. Where significant calls are planned, this should be carried out in College.
A laptop computer will be provided to enable off-site working to the College network and to facilitate presentations.

- **Holidays**
  The full time holiday entitlement is 33 working days per annum including the normal public holidays. This post will qualify for holidays on a pro-rata basis. The actual dates on which leave may be taken will be decided in consultation with the Conference & Catering Manager.

- **Salary and commission**
  £25,000 to £27,000 per annum + commission scheme on all relevant new business to be agreed.

- **Pension**
  To be discussed.

- **Other Benefits**
  - Free car parking
  - Free meals on duty in the College Cafeteria (when in operation).