

Job title: Zoom session host/coordinator

University of the Third Age in Cambridge (U3AC) organises educational, social and fitness activities for people in the Cambridge area who are not or no longer in full-time employment. Most of our members are aged 60 and over.

Role summary

The role holder will join our busy three-person team which provides administrative support to U3AC and its members. The role holder will be responsible for managing scheduled classes delivered via Zoom, and undertaking other occasional administrative tasks eg contributing to the improvement of U3AC's profile on social media.

The part time post is initially for the period 4 October – 15 December 2022 with the possibility of a renewal for the period 10 January - 23 March 2023. The role holder will work in our central Cambridge office.

The post would suit a friendly, well-organised gap-year student, recent graduate or similar with customer-facing experience who is technically minded. Experience of Zoom administration is desirable but not essential as is experience of using social media in a business environment.

Responsible to: Office Manager.

Key responsibilities

- Launching Zoom sessions and closing them, according to a predetermined timetable
- Welcoming class members to each session
- Taking the register of class members
- Setting up Zoom break-out rooms as required
- Providing technical help to the tutor and class participants
- Undertaking other administrative duties to assist team members.

Salary

£18,500 -£20,000 pro rata, dependent on age and experience, plus generous NEST pension contributions.

Holidays

5 weeks per year plus bank holidays (pro-rata), paid holiday will be paid at the end of the contract.

Hours

9.00 am - 5.00 pm, Tuesday, Wednesday and Thursday.

Closing date for applications

Monday 22 August at 12 noon.

Interviews will be held

Tuesday 30 August

Start date

Tuesday 4 October 2022

Person specification - Zoom session host/coordinator

Education / qualifications

- Good general education, to at least A-level standard
- Must be entitled to work in the UK

Experience

- Customer-facing experience, e.g. on a help-desk or in a commercial environment
- Working knowledge of Zoom

Knowledge / skills

- Good computer/technical understanding
- Clearly spoken English
- Use of social media in a business setting desirable

Personal qualities / disposition

- Polite and patient
- Reliable and punctual
- Friendly and willing to help out
- Well presented
- Comfortable working on their own and also as part of a team

How to apply

Send your CV with an email that explains why you are applying for the position, and what you would bring to the role.

Include the name and contact details of a work-related referee and state whether the referee may be contacted prior to interview.

We regret incomplete applications cannot be considered.