

# Cambridge Program Officer

**Do you want to join a fast-paced, international, student-led, social impact charity? Are you looking for meaningful voluntary experience and a community of like-minded, ambitious people?**

We are looking for a friendly, organised, dedicated individual to join us to grow the number of mentees we reach every year. You will be working closely with **Simon**, our **Chief Mentorship Officer**.

## **Responsibilities include:**

- Owning the running of our Cambridge Offer Holders' Programme 2025. This is a specialist mentoring programme set up in partnership with Cambridge Colleges. We help Cambridge offer holders from underrepresented backgrounds prepare for life at Cambridge and meet their offers.
- (Before the programme starts) Helping our Mentor Recruitment Officers recruit enough mentors for our mentees on the programme - assist with outreach on our Project Access social media accounts.
- Working with our Mentorship Database Officers, to ensure that all mentees are paired with a mentor within 2 weeks of the start of the programme.
- Creating channels in our Project Access Slack workspace for the mentees on our Cambridge programme.
- Updating and expanding our library of written resources for our Cambridge Offer Holders' Programme participants.
- Hosting webinars on popular topics based on mentees' demand.
- Using our internal data dashboard to provide the Chief Mentorship Officer with weekly updates on the health of the programme.

## **The ideal applicant is...**

- Studies, or has studied, for a undergraduate degree or graduate degree in any subject at the University of Cambridge.
- Passionate about our mission to help underrepresented students get into their dream universities, you will be the main point of contact for our graduate mentors and mentees.

## **You will get...**

- The chance to improve your communication, and organisational skills.
- Access to a great community of talented and ambitious students.
- To build a direct relationship with the mentees and mentors that Project Access is all about!

The position is an unpaid, volunteer role that will require **3-5 hours** of work per week, with flexibility during busy times of year (e.g. during exams).

If you have any questions, please do not hesitate to get in touch with Simon, our Chief Mentorship Officer ([simon.schuenemann@projectaccess.org](mailto:simon.schuenemann@projectaccess.org)).