

# Oxford Centre for Islamic Studies

*An institution for the advanced study of Islam and the Muslim world*



## **BURSARY ADMINISTRATOR**

Salary range: £31,159-£34,732 per annum

Hours of Work: 37.5 hours per week.

Part-time applications from experienced candidates may also be considered.

Location: Marston Road, Oxford OX3 0EE

The Centre is seeking to recruit a multi-skilled, flexible and pro-active administrator to join the Home Bursary team.

The Home Bursary is responsible for all aspects of the Centre's domestic operations including site reception and security, hospitality and catering, facilities and accommodation management, procurement and budgetary controls. It is led by the Home Bursar.

The successful candidate will provide the Home Bursar with the full range of operational and administrative support. You will be confident working independently and methodically on tasks and bring a positive outlook and attitude to the team. You will be able to create a welcoming and service-oriented environment for visitors and act with tact, diplomacy and discretion.

Further details of the post, which all candidates are advised to consult, may be obtained from the Centre's website at <https://www.oxcis.ac.uk/vacancies-opportunities>.

Please send applications by email to [recruitment@oxcis.ac.uk](mailto:recruitment@oxcis.ac.uk), including a CV, a supporting letter evidencing how you meet the person specification and details of two referees.

The closing date for applications is **Friday 14th February 2025**.

# OXFORD CENTRE FOR ISLAMIC STUDIES

## Bursary Administrator

- Role purpose:** To provide comprehensive and efficient administrative and operational support to the Home Bursar
- Responsible to:** The Home Bursar
- Hours of work:** 8:30-17:00, Monday-Friday with flexibility required to cover the needs of the Centre at other times, which may include evenings and weekends.
- Salary:** £31,159-£34,732 per annum. The salary will be according to qualifications and experience.
- Benefits:** 27 days leave per annum plus public holidays;  
Generous pension scheme, provided by OSPS;  
Free lunches provided during term time

## Job Description

The main duties and responsibilities of this role include:

- Ensuring the day-to-day administration of the Bursary.
- Updating and maintaining an effective filing system and electronic records of all documents, orders, correspondence and invoices.
- Acting as the primary point of contact between the Bursary and other departments within the Centre to ensure smooth delivery of bursarial services, revenue generation and task management.
- Checking and raising issues where appropriate with documentation relating to lunches and other Centre expenses.
- Maintaining supplies and raising timely purchase orders.
- Dealing with incoming emails, post and telephone calls to the Home Bursary, prioritising and either responding or forwarding to relevant colleagues, consulting with the Home Bursar or others as necessary.
- Liaising with Bursary contractors to ensure a smooth supply of services and transactions.
- Setting up and clearing up meeting, teaching, seminar and common rooms, providing refreshments, facilities and presentation equipment.
- Providing support for residential and non-residential events and conferences, including by designing and laying out adequate signage, preparing menus and table plans, operating the cloakroom etc.
- Undertaking any other work as directed by the Home Bursar.

## Person Specification

- Previous administration experience in a comparable setting (for example, further or higher education, a charity, local government).
- Experience of managing purchase orders and stock maintenance.
- Practical experience of drafting correspondence.
- Educated to at least A-level standard or equivalent professional experience.
- Excellent interpersonal skills, friendly and personable and with the ability to work as part of and contribute to the work of a wider team.
- A flexible attitude towards duties, including willingness to work cooperatively and collaboratively to meet the fluctuating needs of the Centre, which may include some work out of office hours.
- Strong written and oral communication skills, including the confidence to communicate effectively with a wide range of people.
- Excellent attention to detail and high levels of accuracy and organisational skills.
- The ability to prioritise workload and manage competing deadlines.
- A high level of discretion and sensitivity to ensure confidentiality in all matters.

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter and is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and contemporary Muslim societies through learning and scholarship. To this end, the Centre supports students and post-doctoral researchers, hosts lectures and seminars, and maintains a well-equipped library. The Centre's website, which provides full details of the Centre's work, is at [www.oxcis.ac.uk](http://www.oxcis.ac.uk).

### **The Centre Building**

The Centre occupies purpose-built premises in Marston Road, Oxford. This building combines on a single site the academic, social, and residential functions of the Centre, and is a physical symbol of partnership, toleration, and friendship between the Islamic and Western worlds of learning. The Centre's premises, which combine traditional Oxford and Islamic architectural styles, occupy a 3.25 acre site in the Marston Road. The premises provide the Centre with accommodation for up to 54 scholars and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

### **Working at the Centre**

This is an exciting time for the Oxford Centre for Islamic Studies, and a great time to join our team. We are expanding and this is an excellent opportunity to contribute to a significant new development in Oxford academic life.

### **Right to Work in the United Kingdom**

The Immigration, Asylum and nationality Act 2006 makes it a criminal offence for employers to engage someone who is not entitled to work in the UK. Applicants will therefore be asked to provide proof of their right to work in the UK before employment can commence. Please note that original documents will be required. Where such documents are not in English, a certified translation is necessary. Please do not include these documents with your application. A request for the relevant information will be made at a later stage.

### **Equality and Diversity**

The Centre is committed to the principle and practice of equality of opportunity. The Centre seeks to ensure that all candidates are treated fairly and that selection is based on individual merit and selection criteria relevant to the post.