

Oxford Centre for Islamic Studies

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



Bursary Secretary

Salary range: £28,759 - £33,966 plus benefits
Full time: 8.30am – 5.00pm Monday to Friday
Location: Marston Road, Oxford OX3 0EE

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

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. Good IT skills are essential.

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>. The closing date for applications is Monday 5 February 2024.

Please send applications by email to home.bursar@oxcis.ac.uk. You should include a CV, covering letter and details of two referees.

OXFORD CENTRE FOR ISLAMIC STUDIES

Bursary Secretary

- Role purpose:** To provide comprehensive and efficient administrative and operational support to the Home Bursar
- Responsible to:** The Home Bursar
- Hours of work:** Weekly hours of work are 37.5 hours, Monday to Friday, 8.30am – 5.00pm.
- Salary:** In the range of £28,759 - £33,966. 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:

- Maintaining and operating effective and efficient administrative systems, databases and records to support all aspects of the Home Bursar's remit and identifying any ways of improving and streamlining current processes.
- Maintaining an effective filing, calendar, keys and asset management systems and leading on improving efficiency in consultation with the Home Bursar.
- Managing all aspects of the Home Bursary's financial systems and records, including procurement and purchase, stock management, preferred suppliers list, budget control, Battels, cost statements etc.
- Effectively liaising with other Centre departments to ensure smooth delivery of bursarial services, revenue generation and task management.
- 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.
- Drafting responses, documents and reports for and on behalf of the Home Bursar.
- Coordinating tours and visits to the Centre, including by effectively liaising with third party organisers.
- Providing a warm welcome and hospitality to Centre guests and visitors and conducting guided tours of the Centre as required.
- 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.
- Assisting with maintaining refreshment provisions throughout the Centre, including in pantries and common rooms.
- Maintaining the Centre's Accommodation Register to ensure maximum occupancy of the residential provision.
- Supporting the work of Committees for which the Home Bursar acts as the chair

including preparing and distributing agendas, minutes of meetings and relevant papers.

- Acting as secretary at assigned Committees and other bursarial meetings and providing secretarial cover for other Committees when required to do so.
- Assisting the Home Bursar in organising workload, keeping track of live issues and recommending priorities ensuring that these can be and are completed to agreed timescales/deadlines.
- Proactively reporting housekeeping and maintenance issues to the relevant departments and ensuring their effective resolution.
- Deputising for the Housekeeper as required.
- Undertaking any other work as directed by the Home Bursar.

Person Specification

- Educated to at least A level standard or equivalent professional experience.
- Significant relevant administration experience in a comparable setting (for example, further or higher education, a charity, local government).
- Experience of committee servicing and minute taking.
- Practical experience of drafting correspondence.
- 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.
- The ability to interpret information and present findings clearly.
- A willingness to take ownership of the duties of the post, including an ability to recognise problems and identify appropriate solutions.
- Advanced IT skills including substantial experience of and confidence with using Microsoft Office packages and databases, excellent word processing skills and the capacity to learn new applications quickly.
- An understanding of the Equality Act 2010, GDPR and Freedom of Information Legislation.

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 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.

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.