

Oxford Centre for Islamic Studies



Communications Officer

The Oxford Centre for Islamic Studies is an institution for the advanced study of Islam and the Muslim world. The Centre was founded in 1985 with the aim of encouraging a better understanding of Islam and Muslim societies through learning and scholarship.

The Centre invites applications for a Communications Officer to work in this busy and varied institution. The post-holder will support activities related to communications, outreach, development and events at the Centre.

The salary will be in the range £27131 - £32348 according to skills and qualifications.

Letters of application and a current CV, including the names and full contact details of two referees should be emailed to HR.Officer@oxcis.ac.uk

The closing date for applications is **23 November 2022**.

For further details see www.oxcis.ac.uk

Further particulars

Responsible to:	The Director
Responsible for:	Own work
Hours of work:	37.5 hours per week. Working hours 0900 to 1730. Some flexibility will be required at busy periods,
Salary:	In the range of £27131 - £32348 per annum
Benefits:	27 days leave per annum, excluding public holidays; Enrolment into OSPS pension scheme; lunches provided during term time (when available); six month probationary period

Main duties:

Alumni Relations: The post-holder will:

- Provide support to the Director's Office with regard to the database, photo and media archive, and alumni relations. Tasks will include maintaining and updating filing systems, Director's Office (*Raiser's Edge*) Database, photographic and video archives, records and minutes of the Communications Committee;
- **Database:** the work will involve updating the data on *Raiser's Edge* database (i.e. data input) generating reports and labels for newsletters, mailing lists, event invitation lists, telephone and email contact lists;
- Provide support for activities related to alumni relations and other activities as required by the Director's Office.

Communications/Outreach:

- **Website and social media:** the post-holder will help to maintain the Centre's website (draft content and liaise with the external web developer, as necessary) and work with other units in the Centre to maintain content on their webpages. The post-holder will also be involved in content creation and moderation for the Centre's social media accounts (Instagram, Facebook, YouTube, Twitter). S/he might also be involved in coordinating social media activity aimed at current, past and future members of the Centre as well as the general public;
- **Written Communications:** The post-holder will assist with the writing and editing of external communications, including (but not limited to) newsletter articles, event summaries, research proposals, website content;

- **Graphic Design:** The post-holder will assist with the design, updating and delivery of materials related to events including (but not limited to) posters, flyers, leaflets, gifts (e.g. photo albums), signage, invitations, images for circulation on social media (pictures and notices). The post-holder will also liaise with print shops and external suppliers regarding design-related issues;
- **Media:** The post-holder will assist in the further development and maintenance of the Centre's photo and video archive. This will include using editing software to produce videos, for use on the Centre's YouTube channel and other platforms;
- **General correspondence:** The post-holder will deal with enquiries (usually emails) about events at the Centre including arranging tours; sending out event invitations; acknowledging and responding to replies to invitations.

The role requires involvement in the planning and running of various events and development- related activities.

- **Events:** The post-holder will be involved in the planning and running of events including lectures, conferences, special seminars and dinners as required by the Director's Office. S/he will manage all administrative matters related to running the events and the associated activities (invitations, publicity, catering, seating plans, budgets, AV, filming and photography etc.);
- **Visits and tours:** The post-holder will be involved in the planning and running of visits and tours of the Centre as required by the Events Committee and the Director's Office;
- **Development:** The post-holder will provide support for development activities (such as design of proposals)

Other responsibilities:

- **Committees:** The post-holder will act as secretary to (or be a member of) committees as required by the Director's Office. The Committees include (but are not limited to) Communications; Design; Events;
- **Administration:** The post-holder will undertake other duties supporting the work described above and any other tasks as required by the Director's Office.

About the Centre

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. The Patron of the Centre is HRH the Prince of Wales. 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 Building

The Oxford Centre for Islamic Studies is located in a purpose-built premises in 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 building provides the Centre with accommodation for up to 66 students 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 currently recruiting new staff to help us with the expansion of the work of the Centre 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.