

Oxford Centre for Islamic Studies

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



Director's Office Administrator

Salary: £32,000-£38,000

Location: Marston Road, Oxford, OX3 0EE

We are looking for an experienced Administrator to provide high-quality support to the Director of the Centre across the range of his responsibilities.

This is an exciting opportunity to take on a diverse and challenging role working in an international environment for a growing educational institution, as part of a close-knit team.

The successful candidate will have excellent organisational skills and the ability to manage a varied workload, think ahead and collaborate successfully with others.

Excellent written and verbal communication skills with meticulous attention to detail are essential, alongside a positive pro-active attitude.

The closing date for applications is **Friday 27th June 2025**.

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

Oxford Centre for Islamic Studies

Job Description

Director's Office Administrator

Responsible to:	The Director
Team:	The Director's Office team currently includes the Assistant Registrar, the PA to the Director and two Director's Office Secretaries.
Hours of work:	<p>37.5 hours per week, Monday to Friday plus up to 14 Saturdays a year for which overtime will be paid or granted as time off in lieu, if agreed in advance.</p> <p>Normal working hours will be 9:00-17:30, however the successful candidate will need to be flexible with these timings, according to the Director's schedule if required.</p>
Salary:	£32,000 - £38,000
Benefits:	<p>35 days leave per annum, including public holidays</p> <p>Generous pension scheme with up to 14% employer contributions</p> <p>Lunches provided during term time (when available)</p>

Job Description

- Full management of the Director's Outlook and paper diary, ensuring coordination of high-profile visits and organisational, academic and personal commitments, including working across different time zones.
- Ensuring the Director is briefed as required, and has all relevant papers for meetings.
- Organising international and domestic travel, liaising with the relevant parties and preparing a comprehensive travel itinerary. This may include arranging flights, hotels and visas where applicable.
- Maintaining records in relation to travel expenses in liaison with the Finance Office, including raising POs and ensuring receipt of refunds where required.
- Organising catering arrangements for the Director, including ahead of VIP Guest visits.
- Liaising with and meeting and greeting both VIP and academic guests from around the world, offering refreshments and taking time out with VIP Assistants where necessary.
- Acting as Secretary to the External Relations Committee, including agenda preparation, attending monthly meetings and recording actions as appropriate.
- Maintaining a working manual for the Director's Office.
- Ensuring the paper and electronic maintenance of records within the Director's and Trust Offices.
- Carrying out regular checks of database circulation files to ensure accuracy.
- Drafting correspondence on behalf of the Director.
- Organising the twice-yearly meetings of the Board of Trustees.
- Attending meetings as required, with and without the Director.
- Assisting with the organization of Centre events, including lectures and VIP visits.
- Responding to calls to the Director's Office and directing them as appropriate.
- Ad hoc management of projects.
- Managing the Centre's Committee structure.
- Attending such committees as required.
- Any other reasonable request as directed by the Director.

Person Specification

- Significant PA experience, including board-level support
- Excellent written and verbal communication skills
- Excellent organisational skills with the ability to think ahead and anticipate future needs
- A methodical approach to work with attention to detail at all times
- A welcoming and professional manner with the ability to liaise with a variety of individuals, including high-profile international stakeholders
- Discretion and the ability to maintain high standards of confidentiality
- Positive, can-do attitude with the ability to work under pressure
- Experience of working both in a team and independently.
- Excellent Microsoft Office and database skills are essential

Background to the Oxford Centre for Islamic Studies

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is registered as a charity (number 293072). The Patron of the Centre is HM King Charles III. The Centre was founded in 1985 and is committed to the advancement of academic excellence in teaching, research and publication.

Potential applicants can find out more about the Oxford Centre for Islamic Studies at www.oxcis.ac.uk.

The Centre Building

The Centre occupies new, 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. They provide the Centre with accommodation for up to 54 students and Visiting Fellows, a dining hall, a mosque, an auditorium, beautifully landscaped gardens and quadrangles, and teaching and seminar rooms.

Right to Work in the United Kingdom

As required by The Immigration, Asylum and nationality Act 2006 applicants will 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. The Centre welcomes applications from people of all religious and non-religious backgrounds.