

Oxford Centre for Islamic Studies

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



Director's Office Secretary

Salary range: £28,759 - £33,966 plus benefits
Full time: 9.00am – 5.30pm Monday to Friday
Location: Marston Road, Oxford OX3 0EE

The Centre is seeking to recruit a flexible and pro-active team player to support the day-to-day running of the Director's Office in a close-knit team of three people. Duties will include drafting and managing correspondence on behalf of the Centre, supporting and assisting at events, managing the front desk reception, welcoming visitors and managing stationery and post.

You will be able to provide a calm and welcoming environment for visitors and act with tact, diplomacy and discretion. You will be confident working independently and methodically on tasks and bring a positive attitude to the team. Good IT skills are essential.

Further details regarding the Centre can be found at: www.oxcis.ac.uk.

Please send applications by email to Hr.Advisor@oxcis.ac.uk by **1st October 2024**. You should include a CV, covering letter and details of two references.

OXFORD CENTRE FOR ISLAMIC STUDIES

Director's Office Secretary

- Responsible to:** The Director
- Responsible for:** Own work
- Hours of work:** Weekly hours of work are 37.5 hours, Monday to Friday, 9.00am – 5.30pm. Some flexibility may be required outside of normal working hours to meet the needs of the Centre.
- 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
Lunches provided during term time

Job Description

- Drafting correspondence on behalf of the Director
- Receiving and responding to telephone and email enquiries
- Welcoming Director's visitors and guests, including preparing refreshments
- Supporting and assisting with Director's office events
- Managing incoming and outgoing post and mailings for the Director's office
- Ordering and maintaining stationery for the Director's floor, including personalised and branded stationery
- Managing the front desk reception
- Updating notice boards and the entrance screen
- Keeping a stock of the Centre's literature, (lectures, booklets, newsletters etc.)
- Assist with the management of the Director's diary
- Assist with Director's travel arrangements
- Any other duties reasonably assigned by members of the Director's office

Person Specification

- Excellent written and verbal communication skills.
- Ability to work within a supportive and close-knit team.
- Ability to work methodically with attention to details at all times.
- Tactful and adaptable with a proactive attitude.
- Flexibility, ability to react positively to any issue.
- Discreet and able to maintain high standards of confidentiality.
- Confident using your own initiative and happy taking responsibility for your own tasks.
- Good IT skills are essential.

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). HM King Charles III is its Patron. 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.