



## **Projects Administrator**

Applications are invited for this position of Projects Administrator. The salary will be according to qualifications and experience on the scale £27,131 - £32,348 per annum, pro rata. This is a fixed term contract for one year and the hours are flexible, up to 18 hours per week.

This is an exciting opportunity to join an expanding and dynamic organization. The successful candidate will need to demonstrate excellent organizational skills including balancing a varied workload, collaborating successfully with others and prioritizing competing demands with the ability to think ahead of issues. We offer competitive remuneration and the chance to work in a rewarding, international environment.

Further particulars of the post, which all candidates are advised to consult, may be obtained from [www.oxcis.ac.uk](http://www.oxcis.ac.uk). The closing date for applications is **Friday 3 February 2022**.

Please send applications by email to [Hr.Officer@oxcis.ac.uk](mailto:Hr.Officer@oxcis.ac.uk). You should include a CV, covering letter and details of two referees.

## Projects Administrator (part-time)

- Responsible to:** Directors, OXCIS Ltd
- Responsible for:** Own work
- Hours of work:** Up to 18 hours per week. Working hours to be agreed  
Some flexibility will be required at busy periods
- Salary:** In the range of £27131 - £32348 per annum pro rata
- Benefits:** 27 days leave per annum, pro rata excluding public holidays;  
Enrolment into OSPS pension scheme; lunches provided during  
term time (when served); three-month probationary period

### JOB DESCRIPTION

<b>Job Title</b>	Projects Administrator (OXCIS Ltd)		
<b>Reports to</b>	Directors, OXCIS Ltd	<b>Job Status</b>	<b>Part Time</b> (flexible hours, up to 15 hours per week), <b>Fixed Term contract</b> (1-year renewable)

#### **OXCIS Ltd.**

OXCIS Ltd is a fully owned subsidiary of the Oxford Centre for Islamic Studies (OCIS) located on Marston Road, Oxford. OXCIS Ltd currently manages property development projects on behalf of the Centre.

#### **Job Aim**

- To provide administrative assistance to the Directors of OXCIS Ltd

#### **Key relationships include:**

- Internal liaison with: Directors of OXCIS Ltd.; the (OCIS) Finance Office; Lodge staff; Estates Manager
- External liaison with: Project Manager and other consultants working on OXCIS Ltd projects.

#### **Accountabilities, responsibilities and main duties**

##### **1. General Administration (70%)**

- To maintain physical and electronic filing systems to be complete, accurate and organized for maximum efficiency
- To prepare and manage correspondence.
- To organize and coordinate meetings, prepare agendas and take minutes.
- To assist with site visits, liaising with lodge and estates staff where necessary

##### **2. Financial Administration (30%)**

- To prepare Purchase orders and liaise with Finance Office on timely payment of invoices
- To prepare and maintain basic financial records for OXCIS Ltd activities.

To perform any other reasonable task as requested by the line manager or other Directors of OXCIS Ltd.

***Other important features or requirements of the job***

Some flexibility in working hours/days may be needed in order to fully carry out these duties.

**Passport/visa and/or nationality requirements**

Applicants will be asked to provide proof of their right to work in the UK before employment can commence.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>	<b>Assessment stage</b>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"><li>● Demonstrable ability to prioritize and multi task to meet deadlines</li><li>● Proven attention to detail</li><li>● Excellent written and verbal skills (English)</li><li>● Evidence of the ability to work unsupervised</li><li>● Good computer skills (MS Office)</li></ul>	<ul style="list-style-type: none"><li>● Some knowledge of databases,</li><li>● Some knowledge of financial management systems</li></ul>	<b>Application, interview</b>
<b>Experience</b>	<ul style="list-style-type: none"><li>● Experience of document control systems, both paper and electronic</li><li>● Experience of managing financial records</li></ul>	<ul style="list-style-type: none"><li>● Experience of working on property development projects</li><li>● Experience of taking minutes</li></ul>	<b>Application, interview</b>
<b>Qualifications</b>		<ul style="list-style-type: none"><li>● Administration/Secretarial qualifications (e.g. Level 3 Diploma in Business Administration)</li><li>● Project Management (PRINCE 2/APM)</li></ul>	<b>Application</b>

## **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](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.

### **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**

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