

# Oxford Centre for Islamic Studies



A Recognized Independent  
Centre of the University of Oxford

## Oxford Centre for Islamic Studies

### Communications and Outreach Officer

Applications are invited for the newly created position of Communications and Outreach Officer at the Oxford Centre for Islamic Studies (OCIS), a Recognised Independent Centre of the University of Oxford. The job represents an exciting opportunity to work in an interesting and varied setting, covering a comprehensive range of functions relating to alumni, communications, events, outreach and development.

Responsibilities will include assisting the Director and the Chief Projects Officer in the day-to-day running of the Development Office. We are looking for a highly-motivated and creative individual with initiative and an ability to work under pressure in a high-profile environment.

The annual salary is in the range £25,482 - £30,395 pa depending on qualifications and experience.

Applications should be in the form of a covering letter and current CV emailed to [assistant.registrar@oxcis.ac.uk](mailto:assistant.registrar@oxcis.ac.uk).

**The closing date for applications is 19 April 2019.**

Further information can be found at <http://www.oxcis.ac.uk/>

# Job Description

## Communications and Outreach Officer

<b>Responsible to:</b>	The Special Projects Manager
<b>Responsible for:</b>	Own work
<b>Hours of work:</b>	37.5 hours per week, usually Monday to Friday 9.00am to 5.30pm, however flexibility is necessary to cover the needs of the Centre at other times. The Centre would consider part time arrangements.
<b>Salary:</b>	In the range of £25,482 - £30,395 per annum
<b>Benefits:</b>	35 days leave per annum including public holidays; Contributory pension scheme; lunches provided during term time; six month probationary period

### Main duties:

**Overview:** The post-holder will support activities related to outreach projects, communications, events, development and other project work. S/he will report to the Chief Projects Officer (as part of the Director's Office):

**Alumni Relations:** The post-holder will:

- Provide support for the Development Office, the Database Office, the Photo and Media Archive, supporting alumni relations. Tasks will include maintaining and updating filing systems, the Director's Office (Raiser's Edge) Database, the photographic and video archives, records and minutes of the Development Committee;
- Provide other support for activities related to alumni relations (such as communications and events) and other activities as required by the Director's Office.

### Communications/Outreach:

- **Website and social media:** With the Chief Projects Officer, the post-holder will 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 coordinating social media activity aimed at current, past and future members of the Centre as well as the general public. Social media platforms might include Facebook, Instagram, LinkedIn;
- **Media:** The post-holder will assist in the further development and maintenance of the Centre's Photo Archive, Video Archive, the filming, editing and delivery of films (and other media e.g podcasts);
- **Design:** The post-holder will assist with the design, the updating and delivery of materials related to events (including tours of the Centre) including (but not

limited to) flyers, leaflets, research proposals, photo archive (photo gifts), gifts (e.g. watercolours), banners, signage, lecture posters, newsletters, 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;

- **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 Chief Projects Officer or Director. 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 other development activities (for instance proposal design and research on development and grant funding opportunities).

#### **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) Development; 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.

#### **Skills, Experience and Qualities**

The post-holder will have:

- Experience in an alumni-relations (or similar) and/ or a communications role;
- Experience with maintaining websites (ideally a content management system like WordPress or Drupal), dealing with social media platforms and, ideally, some experience with graphic design software;
- Experience in event planning and delivery;
- Excellent written and spoken English.

The post-holder will be:

- Diligent, with a keen eye for detail;
- Capable and willing to learn quickly;
- Personable and able to communicate effectively with visitors;
- Pro-active and self-driven;
- Able to work on one's own but also in a team;
- Adaptable and flexible.

Applicants should be aware that this role may include attendance at events outside normal working hours (some evening and weekends).

## **Background to the Oxford Centre for Islamic Studies**

### **About the Centre**

The Oxford Centre for Islamic Studies is incorporated by Royal Charter. It is a Recognised Independent Centre of the University of Oxford and is registered as a charity (number 293072). 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'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 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 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.