

APPOINTMENT DETAILS

OXFORD CENTRE FOR ISLAMIC STUDIES

JOB TITLE: HOME BURSAR

Job Reference: FAUMB

Closing Date: Monday 1st April 2019

The Oxford Centre for Islamic Studies is a Recognised Independent Centre of the University of Oxford. Established in 1985, it was granted the Royal Charter in 2012. It promotes the study of all aspects of Islamic culture and civilisation and of contemporary Muslim societies in their global context, encouraging cooperation between academics from all cultures and traditions. The Centre's award-winning building, inaugurated in 2017, includes accommodation for students and visiting scholars, enabling the Centre to develop a residential academic community on the Oxford model.

The Centre now seeks a versatile and committed Home Bursar to take charge of this new initiative and to build up the systems and staffing required to support a residential academic community. This will require the setting of standards and procedures in the management of accommodation and catering, in particular, including recruitment of additional staff. The Home Bursar will also have oversight of the wider management of the building and services.

This will require an individual with the breadth of vision and planning skills to bring all aspects of the operation of the residential facilities together to time and budget and to set the procedures and tone for its future management. They will, with the support of senior management, play a crucial personal role in this exciting new phase of the Centre's development.

Saxton Bampfylde Ltd is acting as an employment agency advisor to The Oxford Centre for Islamic Studies on this appointment. For further information about the role, including details about how to apply, please visit www.saxbam.com/appointments using reference **FAUMB**. Applications should be received by noon Monday the 1st of April.