



St Antony's  
College  
UNIVERSITY OF OXFORD

## Job Description

**Job Title:** Middle East Centre Administrator

**Accountable to:** Middle East Centre Director

**Hours:** 35 hours per week full-time

**Grade:** University Grade 5

### Job Summary

The Middle East Centre Administrator is responsible for delivering first-class administration, events organisation, and communications for the Middle East Centre (MEC). Based full-time at the Centre and as the first point of contact for all enquiries, the Centre Administrator plays a key role in raising the public profile of the MEC. The Centre Administrator manages the Centre's marketing and communications, including the Centre's social media presence, and maintains relations with MEC graduates of both St Antony's and other Oxford Colleges. The MEC hosts an extensive programme of seminars and events throughout the year, and the Centre Administrator is responsible for the organisation and promotion of these events. The post-holder reports to and provides direct administrative support to the Director and Fellows of the Centre.

### Main Duties and Responsibilities

#### Centre Administration

- Proactively assisting Fellows with all Centre-related work and events;
- Independently dealing with and responding to all enquiries, including media enquiries, on behalf of the Centre Director by phone, email or in person;
- Preparing copy for the College Calendar prior to the start of each term and updating the MEC and College Calendar as required and proof reading of MEC inserts to St. Antony's weekly bulletin;
- Administering the Centre Visiting Fellowships: advertising the Fellowships, receiving, duplicating and distributing applications, communicating with candidates, scheduling of interviews, set-up of IT provision and troubleshooting, liaising as required with the Memberships Manager and the Accounts Office;
- Acting as the first point of contact for new Visiting Fellows and proactively supporting their orientation to Oxford and the College;
- Administration of Visiting Academic and Senior Common Room applications including liaising with Fellows and the Memberships Manager;
- Proactively obtaining and collating all reports from Centre Fellows for the MEC entry in the College Record;
- Collecting and distributing the Centre's mail;
- Making appointments and travel arrangements for the Centre Director;

- Servicing Centre Committees, including preparing agenda, circulating papers and taking and producing the minutes;
- Responsibility for leading on a specialism (communications, financial management, or social media) across all of the College's Centres, to promote best practice and consistent ways of working within your chosen field;
- Supporting and working closely with other Centre Administrators at the College, to share knowledge and develop consistent ways of working. This will include providing cover for colleagues as required;
- Liaising closely with administrators in other Oxford and UK institutions to facilitate communications and to identify and develop best practice in all areas of responsibility.

### Events Management

- Drafting and producing adverts and advertising seminar programmes for the Centre;
- Organising and coordinating arrangements for events such as conferences, seminars and special lectures and working at these events when required (time off in lieu can be granted when attending evening and weekend events with the prior agreement of the Centre Director);
- Booking accommodation for seminar speakers and conference attendees and dealing with their expenses;
- Meeting, welcoming and supporting visiting academics and speakers;
- Recruiting and overseeing the work of casual staff (usually students);
- Attend events as required by the Centre Director.

### Communications

- Managing the Centre's marketing and communications, by ensuring the public-facing and promotional material is up-to-date and appropriate to the relevant audience(s);
- Publications:
  - Work with the Centre Director on the production of brochures and promotional materials (oversee the work of student helpers, gather and organize copy for brochures and other Centre publications, coordinate photographers, liaise with printers);
  - Draft an annual report of Centre activities for the Advisory Board and other Centre uses setting out a full list of the events held over the academic year and assembling data.
- E-communications:
  - Manage the Centre's e-communications and presence (electronic newsletters, Weekly e-bulletins) ensuring information shared is appropriate to the medium and audience;
- Database:
  - Maintaining an up-to-date and accurate list of mail contacts and email contacts and proactively seeking new contacts to add;
  - Assist the College Development Office in assembling a list of contacts of Middle East Centre alumni from other Colleges than St Antony's.
- Website / social media:
  - Manage the Centre's alumni social networking presence all relevant social media channels, ensuring an effective presence is maintained and information is shared appropriate to the medium and audience;
  - Update the appropriate sections of the Centre's website and ensure that all other sections are kept up-to-date by the relevant colleagues;
  - Create new webpages where appropriate;
  - Post digital recordings of Centre events as podcasts on the University website.

### Finance

- Ensuring the Centre is operating within budget by overseeing the budgets for the Centre as a whole and for individual events, and reporting on those budgets as required;
- Collecting from Accounts, and having control of, the petty cash for the Centre;
- Ensuring timely payment of casual staff.

### Centre Management

- Taking responsibility for health and safety (e.g. Food and Fire Safety) in the MEC buildings, as advised by the Head of operations and Estates (Domestic Bursar);
- Liaising with the Maintenance Manager and Head Porter on maintenance, security and upkeep of the Middle East Centre buildings;
- Promoting interest in the Investcorp building and managing visits of all types and sizes to the building in liaison with key Centre staff, the porters and accommodation office;
- Keeping office equipment in good order, ordering stationery and supplies, maintaining the Centre noticeboard;
- Provide and maintain supplies of tea, coffee and biscuits and assist with their preparation;
- Keeping risk assessments up to date in collaboration with the Head Porter and the Head of operations and Estates (Domestic Bursar);
- Centre Fire Warden and First Aid Warden (training provided).

### Fundraising

- Assist with the administrative duties in organising the bi-annual Middle East Centre Advisory Board meetings;
- Ensure regular communications and reports to Advisory Board members to ensure they are kept fully up to date on events, activities and outputs of the Middle East Centre;
- Manage the Centre's outreach efforts to promote support for the Hourani Scholarship and periodic alumni reunions;
- Work with the College Development Office to coordinate the Hourani Scholarship appeal;
- Support the Centre Director with fundraising activities and extend support and hospitality to donors;
- Manage and maintain excellent relations with Middle East Centre alumni and benefactors, including welcoming them back at Centre and ad-hoc contact by mail, telephone and email;
- Assist the College Director of Development with liaison with the University Development Office in honouring MEC donors through the Vice Chancellor's Circle and the Chancellor's Court of Benefactors.

### Other duties

The post-holder will be required to support and advise the Programme Administrators within the Centre, and undertake additional duties appropriate to the grade as may be required by the Centre Director. The full range of duties may be adjusted in consultation with the post-holder in response to the evolving needs of the Centre.

## Person Specification

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria.

### Essential

- Previous administrative experience with a high level of attention to detail
- An ability to appropriately manage communications, including promotional materials, e-communications, social media, and web editing
- Experience of organising and/or co-ordinating arrangements for events
- Excellent communication and interpersonal skills with an ability to engage effectively with a wide range of people
- Strong numeracy skills and experience of overseeing and reporting on budgets
- Good writing and reporting skills
- Strong organisational and time management skills with the ability to work under pressure and with regular interruptions
- An ability to work independently and resourcefully and to be able to respond appropriately to enquiries
- Excellent IT skills including Microsoft Office packages (Word, Excel, Outlook) and databases;
- A Flexibility and pro-active approach to the role. (Some flexibility is required as the workload is variable, therefore it may be necessary to work outside core hours occasionally, including evenings and weekends, with time off in lieu being taken).
- An ability to support colleagues with a view to sharing knowledge and developing consistent ways of working
- Educated to at least A-level or equivalent.

### Desirable

- Experience of working in a higher education setting
- Educated to degree level
- Committee servicing experience
- Knowledge of or interest in the Middle East.