

Job Description

Job title	Programme Administrator: Community History
Division	Humanities
Department	History Faculty
Location	Faculty of History, George Street, Oxford OX1 2RL
Grade and salary	Grade 6: £32,332 - £38,205 per annum (pro rata for part-time roles)
Hours	Part-time: 20% FTE (7.5 hours per week)
Contract type	Fixed-term until 31 March 2025
Start date	As soon as possible
Reporting to	Dr Priya Atwal
Principle Investigator/Supervisor	Dr Priya Atwal, Community History Fellow
Funding partner	The funds supporting this research project are provided by the John Fell Fund
Referees required	Two references (please note that reference letters will only be requested for the preferred candidate)
Vacancy reference	166338
Deadline for applications	12 noon UK time on 19/07/2023

Job description

The purpose of this post is to provide dedicated administrative support to the History Faculty's growing Community History programme, managed by Dr Priya Atwal.

This programme brings together a team of diverse and creative historians from the University and local community in an innovative new research endeavour, to co-produce histories of Oxford and Oxfordshire. Funded by two large grants from the University, the Community History programme is



setting out to support six core projects studying local Black, Muslim, environmental, labour/industrial and mental health-related histories; spanning from the early modern era to the present. We are working in partnership with a number of community organisations and local bodies; such as Wytham Woods, Everyday Muslim, the African and Caribbean Kultural Heritage Initiative, the Museum of Oxford, Oxfordshire Recovery College, the Urban Music Foundation, and many others.

There are both historical and contemporary dimensions to these research projects and partnerships, as well as an ambition to translate their findings into the worlds of policy and practice (whether research methodology, pedagogy or curriculum development). Each project is largely designed and led by community historians, with a key goal being to translate their research into creative and scholarly outputs that have a meaningful impact on local communities and academic debate.

You can read more about the Community History programme here: [Community History at Oxford | Faculty of History](#)

The role of the Programme Administrator will be at the heart of this exciting endeavour: providing organizational support to facilitate the smooth functioning of the research projects and maintaining strong, positive relationships with all individuals associated with it – whether within the University or throughout the wider community. We are particularly looking to recruit someone with great organizational skills, the ability to work effectively with a wide range of people, and an enthusiasm for community-building initiatives.

The Role

The Programme Administrator will contribute to the smooth and efficient administration of the programme's research and public engagement in collaboration with the Project Team: comprising the Community History Fellow and Community History Officer, together with the research leads on our six core projects (community historians and academic partners) and a group of research interns supporting each individual project. The Community History Fellow and Officer additionally report and consult with a steering committee, consisting of Faculty members and external community-based colleagues. The Programme Administrator will also be invited to join the steering committee, and will report day-to-day to the Community History Fellow.

The Programme Administrator will be responsible for supporting the Community History Fellow in a range of administrative activities: including facilitating the research undertaken by six project leads; the planning and organising of workshops and conferences and other events; organizing meetings of the Faculty community history steering committee; the day-to-day and promotional communications for the programme; and other related matters such as financial administration and documentation of the programme's activities.

Duties

The duties of this post will include:

1. Providing assistance to the Community History Fellow on all aspects of the running of the Community History programme – particularly supporting the development of strong, positive working relationships and effective communication within the project team and with wider stakeholders in the Faculty, across the University, in the local community and with collaborative partners outside of Oxford;
2. Managing the Community History email inbox, and fielding internal and public queries about the programme;
3. Undertaking personnel administration for the project team: this will include supporting the recruitment and management of research interns; ensuring that all staff working on the project are correctly registered on payroll, including the completion of contracts, forms, casual worker timesheets and right to work checks; and liaising with the Faculty HR/Finance teams, and Payroll and Personnel Services as required;
4. Managing the project's finances: including handling claims for reimbursement of travel and subsistence costs; arranging bookings/payments for events; and coordinating payroll management with the Faculty HR/Finance team;
5. Maintaining records of the project activities and data files in collaboration with the Community History Fellow, to support the documentation and evaluation of the Community History programme: including taking minutes at steering committee and project team meetings;
6. Assisting the Community History Fellow in the organisation of meetings, events, conferences and workshops (in Oxford and online) associated with the project, in collaboration with other institutions, including Oxford colleges, where applicable (this may require occasional out of hours work and/or travel to the venue); researching and booking relevant speakers for seminars and conferences;
10. Promotional work, including maintaining and updating the project website; managing the project mailing list and preparing the project newsletter (currently via Mailchimp); and working with the programme team and Faculty Communications team to develop a communication strategy for the projects;
11. Undertaking any other project-related administrative support required by the Community History Fellow and Officer, commensurate with the grade, including such other duties as may be assigned in light of the postholder's knowledge and experience: for example, assisting with small research tasks to support coordination between the Community History programme and others, as part of the development of a possible future multi-partner cooperation or consortium.

Selection criteria

Essential

1. A completed honors degree OR equivalent relevant experience;
2. Administrative experience – as a result of work or study – in a higher education institution or similar environment;
3. The ability to learn quickly and assimilate complex information and to provide accurate and coherent information when required;
4. Evidence of strong organizational, analytical skills and a high level of numeracy;
5. Excellent verbal and written communication skills, particularly the ability to communicate and build good relationships with people at all levels;
6. The ability to work accurately and efficiently to fixed deadlines with minimal supervision and to prioritise a range of competing demands while maintaining attention to detail;
7. The ability to work both independently, and as part of a team; a willingness and flexibility to take on a variety of administrative and managerial tasks;
8. The ability and aptitude to accept responsibility, to take a flexible approach to the workload and to use initiative to solve problems as they arise;
9. Experience of successfully organising academic and community-based events;
10. Excellent IT literacy and the ability to learn new applications (e.g applications for editing online media and web pages).

Desirable

11. Interest in History and/or community engagement projects;
12. Experience of preparing written reports and of financial management;
13. Experience of designing or maintaining content for websites and social media.

Pre-employment screening

All offers of employment are made subject to standard pre-employment screening, as applicable to the post.

If you are offered the post, you will be asked to provide proof of your right-to-work, your identity, and we will contact the referees you have nominated. You will also be asked to complete a health declaration (so that you can tell us about any health conditions or disabilities so that we can discuss appropriate adjustments with you), and a declaration of any unspent criminal convictions.

We advise all applicants to read the candidate notes on the University's pre-employment screening procedures, found at: www.ox.ac.uk/about/jobs/preemploymentscreening/.

About the University of Oxford

Oxford's departments and colleges aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Oxford's self-governing community of international scholars includes Professors, Associate Professors, other college tutors, senior and junior research fellows and over 2,500 other University research staff. Research at Oxford combines disciplinary depth with an increasing focus on inter-disciplinary and multi-disciplinary activities addressing a rich and diverse range of issues.

Oxford's strengths lie both in empowering individuals and teams to address fundamental questions of global significance, and in providing all staff with a welcoming and inclusive workplace that supports everyone to develop and do their best work. Recognising that diversity is a great strength, and vital for innovation and creativity, Oxford aspires to build a truly inclusive community which values and respects every individual's unique contribution.

While Oxford has long traditions of scholarship, it is also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities. It consistently has the highest external research income of any university in the UK (the most recent figures are available at www.ox.ac.uk/about/organisation/finance-and-funding), and is ranked first in the UK for university spin-outs, with more than 130 spin-off companies created to date. Oxford is also recognised as a leading supporter of social enterprise.

Oxford admits undergraduate students with the intellectual potential to benefit fully from the small group learning to which Oxford is deeply committed. Meeting in small groups with their tutor, undergraduates are exposed to rigorous scholarly challenge and learn to develop their critical thinking, their ability to articulate their views with clarity, and their personal and intellectual confidence. They receive a high level of personal attention from leading academics.

Oxford has a strong postgraduate student body which now numbers over 10,000. Postgraduates are attracted to Oxford by the international standing of the faculty, by the rigorous intellectual training on offer, by the excellent research and laboratory facilities available, and by the resources of the museums and libraries, including one of the world's greatest libraries, the Bodleian.

For more information please visit www.ox.ac.uk/about/organisation

Faculty of History

The Faculty of History in Oxford is the largest in the United Kingdom and one of the largest in the world. It has a very strong international reputation for its scholarship and its teaching of undergraduate and graduate students, with particular strengths in the history of the British Isles, continental Europe, imperial and global history, the United States, economic and social history, intellectual history and the history of science, medicine and technology. Within the Faculty there is also a department for the History of Art and a number of dedicated research centres.

The Faculty is located in the Old Boys' High School, George Street. This is a very central location, less than 10 minutes' walk from the rail station, and very close to bus station, shops and other University locations. The premises house a community of around 20 administrative staff and up to 30 other users, comprising doctoral students, researchers, and academics and professors. The building is also used for teaching and seminars.

More information about the Faculty can be found at: www.history.ox.ac.uk.

The Faculty holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, bringing together the following faculties: Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian and Middle Eastern Studies; Philosophy; Theology and Religion; the Ruskin School of Art. The Division has over 500 members of academic staff, approximately 4,100 undergraduates (more than a third of the total undergraduate population of the University), 1,000 postgraduate research students and 720 students on postgraduate taught courses.

The Division offers world-class teaching and research, backed by the superb resources of the University's libraries and museums, including the famous Bodleian Libraries, with their 11 million volumes and priceless early book and manuscript collections, and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study. Our faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, following the recent announcement of the £150 million gift to create the [Stephen A. Schwarzman Centre for the Humanities](#).

The Schwarzman Centre will serve as a dynamic hub dedicated to the Humanities. The building will bring together seven Humanities faculties, the Humanities Divisional Office, a new library and significant cultural and public engagement spaces in a space designed to encourage experiential learning and bold experimentation through cross-disciplinary and collaborative study.

For more information please visit: www.humanities.ox.ac.uk

How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>. Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You are asked to complete an application form and to upload a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Please upload all documents as **PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>

Non-technical questions about this job should be addressed to the recruiting department directly at recruitments@history.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail if you do not receive this email.**

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at grade RSIV/D35 and clinical equivalents E62 and E82, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For existing employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See <https://hr.admin.ox.ac.uk/staff-benefits>

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and <https://www.sport.ox.ac.uk/>.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See <https://welcome.ox.ac.uk/>. There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See <https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme>

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See <https://hr.admin.ox.ac.uk/my-family-care>

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see <https://childcare.admin.ox.ac.uk/>

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see <https://edu.admin.ox.ac.uk/disability-support>

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at <https://edu.admin.ox.ac.uk/networks>

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.