

REGISTRAR
Grade 6 level 1
Salary: £29,176
Hours: Full time, 5 days per week, 35 hours

The Oxford Centre for Hebrew and Jewish Studies wishes to recruit a full time Registrar to join its busy and friendly staff. The position will be based in the Clarendon Institute in Oxford (Walton Street) and will be a full-time post, 35 hours per week. The post holder will report directly to the President of the Centre.

JOB DESCRIPTION

1. Support for Academic Projects

Provide administrative support for academic projects such as the Oxford Seminar in Advanced Jewish Studies, Oxford Summer Institute, Hebrew Manuscript Workshop, conferences etc.:

- Preparation of advertising materials
- Posting on various websites (*inter alia* Centre's website, EAJS, BAJIS, H-Judaic etc)
- Dealing with applicants and applications
- Issuing letters of invitation
- Assisting with planning and delivery of end-conference
- General support to Visiting Fellows throughout the project/conference/workshop
- Organise accommodation for conference participants and workshop leaders
- Production of conference packs
- Being present during conference or workshops to ensure smooth running of the event as required
- Ordering of catering as required

2. Visiting Fellows and Visiting Scholars

- Administering the VF and VS application processes
- Ensuring visiting academic status secured through the Oriental Studies Faculty
- Advising VFs and VSs of accommodation possibilities
- Obtaining biographical information for the Centre's website
- Uploading biographies on the Centre's website and keeping the website up-to-date
- Organising University cards for VFs and VSs
- Obtaining photos of individuals and keep ID board up-to-date
- Obtaining banking details of VFs and ensuring that VFs are paid their allowances
- Induction of the VF/VS including provision of office space, welcome pack, keys etc.
- Informing accounts of VFs arrival dates
- Providing internet connection
- General assistance

3. Donors and Fundraising

- Providing support for the President in all aspects of fundraising
- Drafting and uploading applications for funding
- Preparing grant applications
- Updating database
- Preparing and sending thank you letters
- Preparing and sending reports to donors

4. Meetings and Minutes

OCHJS Fellowships' and Visitors' Committee

- Arranging meetings (x2 per term)
- Preparing draft Agendas and Papers and circulate
- Attending meetings for minute-taking
- Producing and circulating minutes
- Attending meetings of the AAC and MC
- Renewal of Senior Associate status – advising President, informing individuals, updating website

Deputising for the Academic Administrator as necessary:

Academic Advisory Council (OCHJS) and Management Committee (CHJS):

- Arranging meetings (x2 per term)
- Preparing draft Agendas and Papers and circulate
- Attending meetings for minute-taking
- Producing and circulating minutes

5. Annual Report

- Providing editor with VF and VS reports
- Preparing list of donors (liaison with Bursar)
- Preparing list of Senior Associates
- Checking other listings
- Proof reading of entire report
- Responsible for the Annual Report mailing – inserts and mailing labels
- Liaison with editor and printer

6. Centre's Main Database

- Development and maintenance of the central database (Filemaker Pro)
- Updating database with donor information
- Checking Jewish Chronicle death notices
- Creation of new records
- Updating records with new information
- Compliance with GDPR

7. Centre's email and website

- Responding to queries on the enquiries@ochjs.ac.uk email account
- Dealing with requests as appropriate
- Updating website as necessary

8. Building Administration and Management

- Responsible for the key cabinet, issuing of keys
- Security of the building
- SALTO door system – updating entry cards and sorting out problems
- Assigning visitor OWL accounts for conference attendees and other visitors
- Organising the removal of unwanted IT items, furniture etc.
- Weekly fire alarm testing – organisation of rota and ensuring it takes place
- Room booking system
- Garage booking system
- Weekly print-out of room bookings for display in foyer

- Dealing with requests for building repairs on PlanOn, liaising with engineers
- Photocopier: programme in email addresses and codes for users
- Providing accounts office with usage numbers
- Liaising with the cleaning company
- Dealing with any emergencies that may arise
- Fire marshal

9. **Purchasing**

- Monitoring and purchasing of stationery supplies
- General supplies (milk/coffee/tea/sugar)
- Provisions for functions, lectures and parties
- General cleaning items
- Kosher items as required including disposable plates/cups etc.

10. **Miscellaneous duties**

- Typing-up documents for President and Fellows as required
- Drafting general letters
- Drafting condolence letters
- Provide general administration assistance as required including scanning and copying
- Preparation of the annual Jewish holiday calendar and circulation

PERSON SPECIFICATION

Essential

- Educated to Degree level or equivalent
- Substantial experience in a high-level administrative or PA role, or similar
- Good interpersonal skills with demonstrable ability and confidence to engage with people from a wide constituency, both within and outside the Centre
- Ability to work independently and use judgement, tact and discretion in dealing with sensitive issues
- Good written and communication skills in English
- Ability to maintain utmost confidentiality
- Good time management and forward planning skills, and the ability to organise information efficiently, prioritise work effectively and take appropriate action to meet deadlines
- Ability to work to a high standard, with attention to detail and a high level of accuracy
- Ability to organise meetings and make administrative arrangements
- Good IT skills, particularly the use of Microsoft Office, Word Press and Filemaker Pro
- Flexible and adaptable

Desirable

- Experience of working within an Oxford College, the University of Oxford or similar Higher Education or not-for-profit environment.
- First-Aid at Work qualification
- Mental First Aid qualification
- Trained to use an automated external defibrillator (AED)

APPLICATION

Please apply with a CV, and a covering letter stating your suitability for the role, using examples of your skills and experience. Please also provide details of two referees, one of whom should be your current employer, indicating whether we can contact them now.

Please send all application material in the form of one pdf to the Bursar at the following e-mail: kerry.maciak@ochjs.ac.uk

Application deadline: 12.00 noon, on 24 July 2020

Further information about the Centre can be found at <https://www.ochjs.ac.uk>

Informal enquiries about the role may be addressed to Martine Smith-Huvers:
<registrar@ochjs.ac.uk>