



THE BRITISH INSTITUTE FOR THE STUDY OF IRAQ

(Gertrude Bell Memorial)

10 Carlton House Terrace
London SW1Y 5AH, United Kingdom

Assistant Administrator (part-time): FURTHER PARTICULARS

About the post

BISI is looking for a self-motivated and organised person to work alongside the Institute's part-time Administrator at the British Academy in central London.

The post is 50% FTE, 2 1/2 days a week during normal office hours, but as you will be occasionally required to attend evening or weekend events it is essential that you are willing and able to work flexibly when needed. The post is permanent, subject to review after a three-month probationary period.

Starting salary from £23,215 at 50% pro-rata, depending on experience. BISI uses the UCL salary scale (see http://www.ucl.ac.uk/hr/salary_scales/final_grades.php), including London Allowance of £2806 pro rata, and keeps in line with their pay rises. This post is positioned at Grade 5, starting at spine point 17.

Main duties

The post-holder's duties will include:

Membership

- Maintaining and developing the membership database
- Sending out annual membership forms and reminders
- Processing membership payments
- Administering gift aid claims for membership

Communications and outreach

- Compiling the six-monthly *Newsletter* for members (past issues of which can be found online at <http://www.bisi.ac.uk/newsletter.htm>). This entails
- soliciting contributions from members and grantees;
- drafting the editorial in conjunction with the Chairman;
- editing and typesetting, following a standard layout;
- arranging the printing;
- overseeing the mailing (with help from volunteers);
- posting the PDF on the BISI website.
- Compiling and sending out members' email notices
- Helping to handle and route queries from the press, media and public
- Maintaining the website (which is currently being redesigned)
- Designing and printing flyers, membership leaflets, and other publicity materials as necessary

Publications

- Supporting the Co-editors of the journal *Iraq* in preparing the journal for publication. Duties are likely to change soon but they currently comprise:
 - corresponding with potential and accepted authors;
 - liaising with JSTOR over the online publication of back-issues;
 - organising payments and providing the mailing list to the printers (the co-editors deal with printers for typesetting)
 - handling extra sales and back-set orders.
- Ordering the BISI subscription to the *International Journal of Contemporary Iraqi Studies (IJCIS)* and handling direct mailing to members
- Supporting the Chair of the Publications Committee in the publication of BISI monographs (3–4 a year). Duties comprise:
 - liaising with authors (in consultation with the Chair of the PC);
 - obtaining quotes from printers;
 - organising printing;
 - organising delivery of print run
 - liaising with the distributors OXBOW for publicity
 - sending out complimentary copies
 - running book stalls at conferences
 - keeping track of sales and inventory
- Managing the storage of publication stock
 - organising the storage of monographs and journal in Cambridge storage
 - organising the collection and delivery of OXBOW stock orders
- organising shipments of publications to Iraq (Iraq Museum, Iraqi National Library and Archive, etc.)

Iraqi Visiting Scholars Programme

- arranging up to 3–4 visits a year in conjunction with the Administrator and the Chair of the Visiting Scholars Committee:
 - writing offer letters;
 - managing visa applications;
 - making travel arrangements, including stopovers in Amman;
 - organising English language training in the UK, if applicable
 - organising UK accommodation
 - helping the Chair of the VSC to organise placements
- overseeing the Scholars' visits in conjunction with the Administrator and the Chair of the VSC:
 - holding the initial meeting, orientation, and follow-up meetings
 - disbursing per diems
 - providing basic equipment (phone, oyster card, laptop, etc.)
 - reimbursing expenses and travel
 - organising helpers
 - organising trips and meetings with colleagues

Supporting the Administrator's other work

- Helping the Administrator to maintain BISI archive
- storing, organising and preserving the legacy archive
- storing, organising and preserving current archive

- retaining appropriate minutes and financial records
- Helping the Administrator to organise 3 BISI and 3–4 appeal lectures a year
- scheduling and booking venues
- preparing invitations
- advertising events
- registering participants
- processing payments
- arranging speakers' travel, accommodation, and audio-visual needs
- on-day management
- liaising with other organisations over jointly-funded conferences
- providing support as needed, as above
- running membership/information stalls

Essential knowledge, skills and experience required for the role

You should have significant experience of secretarial work with a good working knowledge of Microsoft Word and Excel, email, databases and some web skills. You should have sound written and verbal communication skills, enjoy working with other people, and be able to work effectively under pressure and to deadlines.

In particular you must:

- have a good level of education, preferably to at least A-level standard or equivalent and be highly literate and numerate;
- have at least a year's administrative experience within an office environment;
- be self-motivated and flexible, able to work independently and as a member of team;
- have excellent organisational, prioritisation and communication skills, accompanied by an ability to work effectively under pressure. Accuracy and attention to detail are particularly important for this role;
- project a diplomatic, efficient and professional image, as in many instances you will represent the first contact that enquirers will have with the Institute;
- be able to demonstrate competence in using word processing software, spreadsheets and databases;
- be confident in working with a range of office equipment such as photocopiers, fax machines, credit-card terminals, etc.,
- have some experience of website maintenance
- have good experience of working with mailing lists

Some knowledge of and interest in the Middle East is also desirable.

The Institute values diversity and is committed to equality of opportunity. However, you must be able to demonstrate that you are eligible to live and work in the UK.

About the BISI

The British Institute for the Study of Iraq (Gertrude Bell Memorial) is a small charitable organisation which aims to advance research and public education relating to Iraq and neighbouring countries in the arts, humanities and social sciences from the earliest times until the present. It was established as the British School of Archaeology in Iraq in 1932 to promote, support and undertake research in Iraq and neighbouring countries. In 2007 its members approved a change in name to the **British Institute for the Study of Iraq** to reflect the widening remit of its work. It is registered with the

Charity Commission (1135395) and with Companies House as a company limited by guarantee in England and Wales (6966984).

BISI makes grants to promote, support and undertake research and public education relating to Iraq and neighbouring countries. The Institute's publications include the results of excavations and other research, the annual academic journal *Iraq* and a bi-annual *Newsletter*. The Institute organises and supports a range of events, including lectures and study days, often at the British Academy in London but also elsewhere in the UK. Since 2005 it has run an Appeal for funds to assist Iraqis in rebuilding their heritage and to bring Iraqi scholars and heritage staff to the UK for training and research.

BISI is governed by a volunteer Council, mostly of academics with research interests in Iraq, which is elected annually by the members and which meets in London three times a year. Much of the Institute's work is carried out by several Committees of the Council – currently Appeal, Development/Outreach, Fieldwork and Research, Finance, Publications, Visiting Scholars – which each meet once to three times a year and report to Council. Committees primarily draw their members from Council but may also co-opt other members as they see fit. BISI has a President (currently vacant), a Vice-President (the British Ambassador to Iraq *ex officio*), and a Patron of the Appeal Committee (currently Lord Lamont).

The Institute is run by a part-time administrator with the support of a small team of volunteers. Until March 2009 BISI was funded in part by grant-in-aid from the British Academy. It continues to receive British Academy administrative support and the use of Academy premises for the BISI office and events. The Institute receives a small income from its own resources and endowment, and currently has over 700 subscribing members to its journal *Iraq*. That income supports a minimum level of primarily UK-based research, publication and outreach activity but the Institute's circumstances have been much reduced over the last few years.

How to apply

Your application should consist of a covering letter, CV, and the names and contact details of two referees. Please state your current salary and period of notice in your covering letter.

You must ensure that your referees also submit their letters by the closing date.

Application deadline: 7 February 21012

Interview date: 24 February 2012

Start date: 9 April 2012 or as soon as possible thereafter.

Informal inquiries may be made to the Administrator, Mrs Joan MacIver, The British Institute for the Study of Iraq, 10 Carlton House Terrace, London SW1Y 5AH.
Telephone: +44 (0)20 7969 5274. Fax: +44 (0)20 7969 5401. Email: bisi@britac.ac.uk

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