



Grants and Projects Administrator (.4-.5 FTE)

Organisation

Scholarship and Christianity in Oxford (SCIO), a registered UK charity (formally, CCCU-UK), is the UK subsidiary of the Council for Christian Colleges & Universities (CCCU), which is an international higher education association of Christian liberal arts colleges and universities with headquarters in Washington, DC.

SCIO is an important centre for international grant funded research, particularly in science and religion, and biblical texts and their curation. SCIO organises programmes for students registered for degrees in overseas, mainly American, institutions. It runs the SCIO semester programmes, SCIO summer programmes, SCIO Online from Oxford.

Mission

To foster scholarly engagement, intellectual excellence, and authentic Christian spirituality and the connections between them within an international academic community at Oxford. SCIO strives to do this by:

- Helping students drawn largely from CCCU colleges realise their academic and personal potential at Oxford, at graduate or professional school, and throughout life
- Encouraging high quality research on the part of its staff and faculty from CCCU colleges as individuals and as members of research programmes based at SCIO
- Cultivating a community of alumni who support each other and SCIO's mission
- Enabling its staff to develop professionally and flourish personally

The position

The Grants and Projects Administrator works with the SCIO team on its current main grant, Logos, and assist with creation of new proposals and implementing new grants as they arise. Additionally, the postholder will assist the executive director on a variety of special projects. This position is .4-.5 FTE, with the potential to increase FTE if new grants are received.

The postholder will enjoy the company of university faculty and students and, being in frequent contact with them, may provide some pastoral support for them (though a pastoral support staff is employed by the organization). In consequence, there is a Genuine Occupational Requirement that the appointee, who will represent the aims and objectives of SCIO in all contacts with SCIO students and academic visitors, and will be able to identify with those aims, as listed above. The postholder will work as part of a supportive team in an office in central Oxford. The position may include some international travel.

About Logos

A summer workshop on biblical texts, vocation, and the Christian mind that is organised by SCIO with funding provided by Steve and Jackie Green and offered in cooperation with the Museum of the Bible.

Application procedure

Applications should comprise a curriculum vitae, the names of three referees, and a covering letter and should be sent to Jordan Smith, email: scio.admin@scio-uk.org. **Applications should be received by 21 October 2024.** SCIO reserves the right to employ before that date should a suitable candidate be found. Early applications are therefore encouraged.

Duties (NB: there will be specific duties for each grant, but the tasks generally fall under these broader categories)

- Coordinate participant application processes
- Co-ordinate and execute webinars arrangements
- Arrange book orders for participants
- Prepare publication materials as necessary for marketing, programme handbooks, websites, and other electronic media
- Maintain regular correspondence with, participants, speakers, administrators, etc.
- Provide the administration of the grant projects: monitor deadlines, organise data, arrange meetings, etc.
- Organise suitable housing and conference space as required
- Book teaching rooms, equipment, and meals at relevant venues
- Book transport for participants for grant conference-related activities
- Manage active and archived files, forms, and databases
- Prepare arrival and orientation materials for participants and speakers
- Coordinate visiting academic visa matters and issue immigration letters

Selection Criteria

Essential

- Identification with the ethos, aims, and objectives of SCIO and ability to represent them in working contacts
- Undergraduate degree; graduate studies would be an advantage
- Excellent organisation and communication skills
- Excellent interpersonal skills. The post holder will need to engage helpfully and effectively with wide variety of contacts, including students, tutors and international visitors.
- An advanced level of IT literacy, including MS Excel, Word, Outlook, and Adobe Acrobat. The post holder will be required to use large sets of data and produce professional reports; advise on using data and systems to increase effectiveness
- Demonstrable ability to work independently and set priorities in a complex work environment with many competing tasks
- Motivated by achievement of results and completion of tasks
- A keen eye for detail
- Willingness to work in central Oxford (normal office hours are 9.00am to 5.00pm with a lunch break)
- Willingness to be flexible about hours when the programme demands e.g. when conferences runs

- Experience of copy editing and proof reading
- Visa sponsorship is not available for this position; must be able to show current right to work in the UK

Desirable

- Familiarity with managing application systems and databases
- An earned Master's degree
- Prior undergraduate or graduate study in a field/s relevant to SCIO's academic interests
- Willingness to participate in programme social and academic events (where appropriate)

Salary and benefits

- £26,000 - £29,000 pro rata per annum (Note: the position is part time throughout the year but will have full time activity for the Logos conference from ca. 20 May to 15 June.)
- Annual leave: public holidays (8), plus 26 days per year, pro rata
- Sick Leave: 10 days per year plus 3 personal leave days per year, pro rata
- Pension scheme

Start date

To start as soon as possible; currently the post runs through 31 July 2025 with a potential for renewal