

### **London Office Administrator (Part time)**

The British Institute at Ankara (BIAA) supports research and collaboration in Turkey and the Black Sea region in a wide range of fields in the humanities and social sciences, including archaeology, heritage management, ancient and modern history, art, literature, climate, and environmental science, as well as contemporary issues in public policy and political sciences. We do this in many ways, including providing grants and fellowships, supporting scholars from Turkey and the Black Sea region to travel to the UK for research, facilitating British-led research in Turkey, and hosting academic events.

### **Responsibilities of the London Office Administrator**

We are looking for an office administrator to provide general administrative support to the London Manager, including but not limited to document preparation, research grants administration, database and record management, events management, publications management, website management, and general office administration. This role will be based primarily in the BIAA's London office, although hybrid working arrangements may be possible.

Further information about the responsibilities related to each of these elements is set out below:

#### **General administration**

Arranging and assisting with meetings and travel, arranging interviews, answering calls and enquiries, organising occasional mailings to members, general data entry, maintaining policies and procedural documentation, adding bills and invoices to the Institute's accounting system (Xero), and updating administrative processes and systems to make them more efficient.

#### **Grants administration**

- Maintain grant and research support application forms and advertise award and support schemes
- Agree grant advertisements with the London and Ankara offices
- Advertise the grants and scholarships on the website and appropriate web platforms
- Respond to enquiries from applicants
- Collate and table research grant applications in preparation of the research committee
- Arrange and oversee the assessment of grant applications in liaison with the London Manager and Chair of the Research Committee.
- Create draft award letters
- Maintain records of applications, awards, and reports

#### **Publications**

- Liaise with Cambridge University Press (CUP) about the distribution and sales of the annual journal and magazine, dealing with CUP account business.
- Liaise with Oxbow and Casemate regarding stock, sales, and reporting

#### **Registered Office Address**

10 Carlton House Terrace  
London, SW1Y 4AH  
United Kingdom

#### **Contact Address**

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Çankaya 06690 Ankara  
Turkey

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**E** [biaa@britac.ac.uk](mailto:biaa@britac.ac.uk)  
[london.manager@biaa.ac.uk](mailto:london.manager@biaa.ac.uk)

Registered Charity Number

313940

Companies House Registration  
477436

- Process purchase orders for Heritage Turkey (annual magazine)
- Obtain records of BIAA monograph production costs and sales from Oxbow Books and Casemate
- Support administrative processes related to the production of the Institute's monograph series

#### **Website/database**

- Work with the London and Ankara offices to maintain and revise the website using the Institute's Content Management System
- Work with the London Manager to maintain the Institute's SharePoint

#### **Membership**

- Maintain the membership database (Etapestry)
- Assist with electronic mailings to members, including membership renewal reminders
- Maintain and arrange mailing lists
- Arrange hard copy mailings for members who require it
- Record new members, accommodation & equipment payments, pledges, and gifts on Etapestry

#### **Events**

- Assist the London Manager with organising and hosting four fixed lectures per year and the AGM
- Assist the London Manager in the organisation of occasional events
- Help support the Institute's online lecture programme

**Location:** London/Hybrid Working

**Status:** Temporary (to 31st March 2023), with the possibility to extend depending on funding

**Days/Hours of work:** 3 days a week

**Salary:** £25,000 per year, pro rata. The Institute contributes to the Universities Superannuation Scheme pension arrangements for its employees

Applicants are asked to send a letter of application and CV with two referees' contact details to: [biaa@britac.ac.uk](mailto:biaa@britac.ac.uk) no later than midnight on Sunday 31st July 2022.