Centre Administrator
Department of History

Closing date: 12 March 2019
Interview date: To be confirmed
Vacancy reference: 7407
INTRODUCTION

The University of York is one of the finest institutions in Europe for the advanced study of History, combining ground-breaking research with teaching programmes of incredible chronological breadth and geographic and thematic scope. The Department of History is one of the largest in the UK, with a present complement of over 45 academic staff; the current Head of Department is Professor Lawrence Black.

The Department seeks to appoint a Centre Administrator who will be based in the Centre for the Study of Christianity and Culture (CSCC). The Centre carries out Research Council funded projects and works with important historic churches and cathedrals to bring recent research to life through heritage interpretation schemes. At any one time, the Centre is engaged in providing research and consultancy to a range of ecclesiastical and other clients and therefore managing a number of projects, which run concurrently. More information about the Centre for the Study of Christianity and Culture can be found at www.christianityandculture.org.uk/

The successful candidate is required to coordinate a number of project-related activities and provide administrative support to facilitate the work of the Centre:

- Manage and monitor all day-to-day financial processes for the Centre's research funding, which often demand non-standard arrangements where new processes may be required
- Provide a first point of enquiry for the Centre, particularly in the absence of other staff
- Liaise with project partners and clients regarding project itineraries e.g. in relation to arranging meetings and booking travel
- Assist with the planning and delivery of conferences and events
- The role holder will also play a key role in supporting and promoting the Centre’s public engagement and research impact activities e.g. via the marketing of events, updating the website and social media, which will seek to develop and maintain the Centre’s reputation in the field of research and consultancy
- As well as projects with external clients, the role holder will be responsible for monitoring the budget of AHRC-funded research projects, and will develop a detailed knowledge of the operational activities for these grants
INTRODUCTION

• Cover for the Centre's Project Manager, providing advice in the event of unforeseen arrangements that arise in the Project Manager's absence

The successful candidate should have proven experience in a similar area of work providing research administration support, as well as proficiency in, and experience of, dealing effectively with financial processes. Excellent organisational skills to coordinate the work of the Centre are essential, as are problem-solving skills and attention to detail. You should have excellent interpersonal and written/verbal communication skills to liaise with clients and sponsors and to promote the work of the Centre.

The post is part-time, 14.8 hours per week (40% of full-time), ideally with the hours spread over at least 3 days a week to allow for more effective support of the Centre's activities.

The Department is committed to equality and diversity and strives to ensure the working and learning environment is welcoming, fair, and inclusive for staff and students alike - somewhere everyone can fulfil their potential. This is reflected in staff and student recruitment, and in departmental posts, career development, and promotion. The Department has been awarded a Bronze Athena Swan award.
**Main purpose of the role**

- To support the management of the Centre’s varied research activities, contributing significantly to administrative requirements
- To develop and maintain a knowledge of the detail of the Centre’s budgets, which includes processing and monitoring expenditure relating to the various research activities undertaken by the Centre
- To provide general and administrative support to the Centre, including organising conferences and booking travel and accommodation
- To help promote the Centre’s research activities, ensuring that their work is effectively disseminated as widely as possible
- To provide support for the Centre’s impact work where required
- To liaise with the relevant central service departments to ensure work is completed effectively and issues and problems resolved
- To provide cover for the Centre’s Project Manager during their absence.

**Key responsibilities**

(Role holders will be required to undertake the duties below)

**Financial**

Carry out financial processing for a range of research projects, which are often non-standard. This includes the following:

- Monitor the detail of all individual budgets held by the Centre, gathering a detailed knowledge of project transactions
- Investigate any discrepancies or problems, liaising with the relevant central service departments within the University and project clients
- Use monthly budget reports and Agresso reporting systems to cross-check expenditure against budget
- Working with the Project Manager, prepare quarterly phasing budgets for submission to the Department of Finance. This requires adjusting the proposed expenditure to align with the Centre’s operational plans
- Develop a knowledge of permitted expenditure for the grants, consultancy and other income generated by the Centre
- Update own knowledge of University systems and processes

Carry out a range of day-to-day financial transactions, to include the following:

- Processing expense claims: checking the expense claim form has been completed correctly; checking and collating the receipts/vouchers related to the claim; allocating the expenditure to the correct Agresso account codes and work orders; entering details in a spreadsheet
- Managing the Centre’s petty cash account, ensuring the monies balance
- Processing cash/cheques paid to the Centre by completing the relevant form
- Raising purchase orders, allocating the correct account and work order codes before passing for authorisation for large items of expenditure
- Prepare requests for invoices and where required, draft letters to accompany the invoices
- Processing credit card transactions using the Barclaycard online management system
- Liaising with staff regarding expense claims/invoices to clarify work orders or to chase missing receipts
- Ensuring all finance work is filed correctly so it is easily accessible
JOB DESCRIPTION

- Journal expenditure between different budgets or different headings
- Prepare spreadsheets of financial adjustments to be submitted to the Department of Finance each month

**Public Engagement and Marketing**

Support the Research Officer with the Centre’s research impact activity through engaging in the following activities:

- Support the work of the research staff in the Centre by maintaining the collection and storage of evidence relating to the impact of research.
- Organise events, conferences and other public engagement activities to promote the work of the Centre. This includes arranging the venue, catering and the speakers’ travel and accommodation within a defined budget, as well as other key aspects such as designing invitations, marketing the event via emails, posters, social media etc.
- Update the Centre’s website and social media accounts, writing copy to be approved by the Research Officer with the aim of ensuring that the work of the Centre is promoted as widely as possible.
- Assist in reviewing and implementing the Centre’s marketing strategy.

**Office organisation and administration**

- Develop an ongoing awareness of the Centre’s projects with a view to updating the Project Manager in their absence.
- Make travel and accommodation bookings in consultation with staff, and brief staff on the arrangements.
- Organise and maintain an efficient filing system.
- Place orders for stationery, books and other similar goods via the University’s financial system YEP.
- Field telephone calls, emails and other communications and where possible respond on the Centre’s behalf.
- Dispatch orders placed for Centre products.
- Organise meetings, such as meetings with collaborators and clients as well as meetings for staff in the Centre.
- Provide administrative support and take minutes for Centre team and Board meetings. Report on developments in own area of responsibility.
- Prepare annual leave spreadsheets for each person in the Centre and update in the Project Manager’s absence.
- Oversee and update the team calendar.

The above list of duties is not exhaustive and is therefore subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.
# PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience</td>
<td>Essential</td>
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<td>Educated to A Level or above</td>
<td>Desirable</td>
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## Knowledge

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<th>Knowledge</th>
<th>Essential / Desirable</th>
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<tr>
<td>Knowledge and experience of creating and maintaining web pages and communicating via social media</td>
<td>Essential</td>
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<td>An awareness of research protocols and sponsor regulations</td>
<td>Desirable</td>
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<td>Knowledge of the University of York financial system, Agresso</td>
<td>Desirable</td>
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<td>An awareness of public engagement and the research impact agenda</td>
<td>Desirable</td>
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## Skills, abilities and competencies

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<tr>
<th>Skill, ability, or competency</th>
<th>Essential / Desirable</th>
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<tr>
<td>IT skills, with the ability to use Microsoft Office, particularly Word, Excel and PowerPoint, as well as the ability to create and maintain web pages</td>
<td>Essential</td>
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<td>Competent in diary management, with the ability to plan and organise activities relating to the project as well as organisation of events and conferences. Ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines</td>
<td>Essential</td>
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<td>Ability to communicate effectively with a wide range of people, verbally and in writing.</td>
<td>Essential</td>
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<td>Ability to write clearly and succinctly, e.g. to write copy for the website</td>
<td>Essential</td>
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<td>The ability to work effectively to tight deadlines</td>
<td>Essential</td>
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<td>Ability to review procedures and processes, ensuring they are fit for purpose and maximise efficiency; make recommendations for improvements as identified and implement agreed changes</td>
<td>Essential</td>
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<td>Excellent interpersonal skills</td>
<td>Essential</td>
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<td>A high degree of attention to detail</td>
<td>Essential</td>
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<td>Good numerical skills to deal effectively with financial processes and grant monitoring</td>
<td>Essential</td>
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<tr>
<td><strong>Experience</strong></td>
<td>Essential / Desirable</td>
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<td>Experience of providing administrative support to research projects, ideally in a Higher Education Institution</td>
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<td>Experience of administering conferences/events, which include external visitors and speakers, to include activities such as arranging accommodation and travel, working within a defined budget</td>
<td>Essential</td>
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<td>Experience of financial processes, including processing expense claims, invoices and similar</td>
<td>Essential</td>
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<td>Experience of organising meetings and writing minutes</td>
<td>Essential</td>
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<td>Experience of providing an excellent standard of customer service to staff and visitors</td>
<td>Essential</td>
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<td><strong>Personal attributes</strong></td>
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<td>A pro-active attitude to the post, with the ability to initiate changes and bring new approaches to the work</td>
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<td>Ability to deal with confidential matters and act with discretion</td>
<td>Essential</td>
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<td>Highly motivated, adaptable, and able to respond to new challenges and opportunities</td>
<td>Essential</td>
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<td>Able to work independently or as part of a team</td>
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<td>A positive, approachable and diplomatic manner</td>
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<td>An understanding of the aims and work of the Centre</td>
<td>Essential</td>
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THE DEPARTMENT

The Department has an international reputation for research and teaching over a chronological span from Late Antiquity to the Twentieth-First Century. Its strengths are organized into nine research clusters: Medieval, Early Modern, Eighteenth Century, Modern Europe, Asia & Middle East, Religion, Public History, Science, Technology, Environment & Medicine, the Americas. The Department’s PhD programme is one of the largest and best-funded in the UK with around 70 PhD students currently registered.

The Department has a strong commitment to interdisciplinarity. Members of the Department are leading participants in the University’s interdisciplinary Centres: for Medieval Studies (CMS), for Renaissance and Early Modern Studies (CREMS), Eighteenth-Century Studies (CECS), Women’s Studies (CWS), the Centre for Modern Studies (CMODS) and Historical Economics and Related Research (CHERRY). Most of these centres offer interdisciplinary MA and PhD programmes. The Department’s commitment to interdisciplinarity is further evidenced in the wide range of undergraduate combined programmes, the MA in Contemporary History and International Politics as well as individual modules at the undergraduate and postgraduate level.

Within the Department of History itself there are also research centres, including the Centre for the Study of Christianity and Culture where this post is based, the Institute for the Public Understanding of the Past (IPUP) where the MA in Public History is based; and the Centre for Global Health Histories (CGHH), which is at the forefront of the Department’s research in medical humanities and collaborates with the WHO.

The CSCC was founded in 1999 as a research and teaching resource centre, creating interactive tools to enable students to engage with literature, history, art and music significantly influenced by Christian thought and spirituality. The Centre now also works with major external partners, including churches and cathedrals, to engage a wide range of audiences through innovative heritage interpretation projects. Further information can be found at http://www.christianityandculture.org.uk/

Further information about the department is available at: http://www.york.ac.uk/history/
THE UNIVERSITY

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students across more than 30 academic departments and research centres. Since opening over fifty years ago, we have become one of the world’s leading universities and a member of the prestigious Russell Group.

We are consistently recognised as one of the leading Higher Education Institutes and one of just six post-war universities to have appeared in the world top 100. We were rated 22nd in the 2019 Times & Sunday Times league table. The University of York has won six Times Higher Education (THE) Awards and five Queen’s Anniversary Prizes.

The University is proud of its association with Athena SWAN, holding multiple awards in support of gender equality, representation and success for all, with gold awards for Chemistry and Biology and a University-wide bronze award.

Of 154 universities that took part in the Research Excellence Framework (REF) in 2014, The University of York ranked 14th overall and 10th for the impact of our research. The University is consistently in the top ten UK research universities and attracts over £60m a year of funding from research alone.

Our vision is to make the University of York a world leader in the creation of knowledge through fundamental and applied research, the sharing of knowledge by teaching students from varied backgrounds and the application of knowledge for the health, prosperity and well-being of people and society.
Attractive workplace

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinarity.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
The City of York

Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment

York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools

Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location

York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire

The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to https://jobs.york.ac.uk
- Find this job using reference 7407
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 12 March 2019

What will I need?

We will ask you for details of:

- your employment history
- relevant qualifications
- two referees

You need to be ready to show us how you meet the requirements of the job, either in a written statement and / or by answering questions.

Help and assistance

Direct any informal queries to Vicky Oulton (vicky.oulton@york.ac.uk) or Caroline Edwards (caroline.edwards@york.ac.uk)

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk
+44 (0) 1904 324835