

JOB DESCRIPTION

HUMANITIES DIVISION

Oxford-Poland Hub Administrator

Humanities Divisional Office

Summary

Job title	Oxford-Poland Hub Administrator
Division	Humanities Division
Department	TORCH, Humanities Divisional Office
Location	Stephen A. Schwarzman Centre for the Humanities, Radcliffe Observatory Quarter, Woodstock Road, Oxford, OX2 6GG
Grade and salary	Grade 6.1 – 6.4: £36,360 - £39,099
Hours	Full time (37.5 hours per week)
Contract type	Fixed term until 31 July 2029
Reporting to	Centre Manager - TORCH
Vacancy reference	189783
Additional information	Closing date for applications is **midday on Monday 7th December 2026**. Only applications received before this time will be considered. Please contact the recruitment team if you require the job description in an alternative format.

Current staff are encouraged to read the Internal Mobility Principles, which support the movement of colleagues across Professional Services. Please refer to the Information for internal candidates section.

Oxford-Poland Hub

The Oxford-Poland Hub is a new initiative which will serve as a bridge between the University of Oxford and Polish academia, culture and society. Its mission is to foster sustained scholarly collaboration, mutual understanding, and cultural exchange between the two communities, with special focus on the Humanities, Social Sciences, Museums and Libraries. By promoting research partnerships with, and enhancing awareness of, Poland across Oxford and the wider city, the Hub will embed Poland more firmly within Oxford's intellectual and cultural life while enabling Oxford researchers to engage with Poland's dynamic academic and funding landscape. Ultimately, the Hub will open a gateway to wider engagement between Oxford and Central and Eastern Europe.

The role

The person appointed to this role is responsible for the executive administrative management of the Oxford-Poland Hub.

The person appointed will be line managed by the Centre Manager TORCH and also work closely with the Oxford-Poland Hub Academic Director and Deputy Director on strategy and logistics. They will also connect with the TORCH Director, and the wider Humanities Division on the Hub's work.

This role will support the administration and co-creation of the new initiative, which will open new strategic avenues for Oxford scholars to collaborate with leading Polish universities, research centres, foundations, and cultural institutions, develop transnational research consortia, and tap into complementary sources of research and cultural funding. It will provide all aspects of administrative support including the development and implementation of an ongoing operational plan. The postholder will be responsible for the day-to-day administrative, organisational and logistical operation of the Hub, as well as setting up, administering, monitoring, and reporting on the funding awarded by the Hub for specific activities. The role will also support the Hub's Academic Board.

The postholder will also coordinate the practical delivery of the Hub's grants, events, meetings, communications, visits and reporting timetable, acting as the main administrative liaison with Oxford and Polish partners.

The postholder must be comfortable sharing information in forums both within and outside the University and should be able to develop successful working relationships with professional and academic staff and external partners.

The post offers the opportunity for very varied work across a range of skill sets. It has the following main aspects:

- Managing and developing the Hub's activities, including, but not limited to, the creation of funding calls for projects, visits and workshops.
- Creating, managing and developing systems to support the administration of the Oxford-Poland Hub, including monitoring budgets, maintaining records and reporting.
- Developing publicity and communications associated with the initiative including the management of a dedicated website and other communications channels.
- When necessary, overseeing all aspects of events (which will range in size and location) on behalf of the Hub.

Flexible working

The post is offered on a full-time basis but there is a little flexibility in how those hours are worked, with hub events meaning occasional evening and weekend working. Some working from home will also be possible.

Responsibilities

Manage Oxford-Poland Hub Activities

1. Manage and provide effective administration to support all aspects of the Oxford-Poland Hub initiative and its activities in accordance with the funding agreement, including schedules, records and audit trails.
2. Support the preparation of funding calls including developing application processes and guidance, assessment materials and award documentation, including preparing materials for the Academic Board and sharing details as necessary with the funder as outlined in the funding agreement.

3. Administer grant competitions, including but not limited to correspondence with applicants, eligibility checks, record keeping and supporting the selection of researchers through the Academic Board.
4. With the Oxford-Poland Hub Director and Deputy Director, manage and build the initiative, including monitoring effectiveness through data analysis and making improvements.
5. Research and identify potential partners and build connections both within and beyond the University.
6. Network strategically and communicate effectively and professionally on behalf of the Oxford-Poland Hub, to both internal and external stakeholders, including senior colleagues across the University.
7. Make, when necessary, international travel arrangements for the researchers and other people involved in Oxford-Poland Hub activities, including logistics, arrangements for visas where necessary, risk assessment, etc.
8. Coordinate and administer the financial processes relating to Oxford-Poland Hub activities, working with the relevant University finance teams, including budget planning, budget tracking, monitoring and reporting and the management of travel, subsistence and other expenses and claims.
9. Produce briefings and draft reports to tight timescales as requested, including for funder compliance. This will include collecting and verifying information and documentation from beneficiaries and participants as required for the purposes of reporting and monitoring.
10. Liaise on an ongoing basis with the funder and other internal and external stakeholders to ensure the project agreement is implemented as planned, and to meet deadlines.
11. Monitor outputs, indicators, risks, potential conflicts of interests and compliance with the budget and other financial provisions of the project.

Communications

12. Set-up and ongoing management of the Oxford-Poland Hub website as a bilingual (English-primary) information platform, using a clear visual identity.
13. Establish and manage a wider online presence for the Oxford-Poland Hub including social media.
14. Prepare publicity materials (both online and print formats) relating to the Oxford-Poland Hub, supporting dissemination in English and Polish.

Events

15. Coordinate the practical delivery of events of all kinds, meetings and training activities including administrative and logistical support.
16. Be the first point of contact for international visitors and support aspects of their stay as appropriate, coordinating visitor logistics and acting as the main liaison between Oxford and Polish partners.

Other administrative duties

17. Coordination, set-up, and minute taking at the Academic board meetings, including identifying actions and ensuring decisions are effectively implemented.
18. Develop effective and successful working relationships with academic and support staff colleagues across all divisions of the University, and in the colleges, as appropriate.
19. Ensure confidentiality of information and all data is processed in accordance with applicable data protection law and the funding agreement.

Any other reasonable duties as required within the grade of the post.

Selection criteria

Essential selection criteria

1. A good first degree in a Humanities or Social Sciences subject or equivalent.
2. Fluency in written and spoken English and Polish.

3. Excellent written communication skills, demonstrated through an ability to draft correspondence, reports, minutes, etc. combined with an eye for detail and creative flair in the presentation of various materials.
4. Proven ability to deliver and manage successful projects, where attention to detail is paramount, and the willingness to take part in the full range of project and event management activities, as circumstances require. This includes ensuring compliance with project plans and agreements.
5. Strong numeracy skills and the ability to manage finances, including budgeting, monitoring, reporting, and the ability to understand quantitative data relating to finance.
6. Strong decision-making skills and proven ability to take appropriate independent action to resolve issues.
7. A proactive approach and sound judgement in order to prioritise demands and manage a complex workload of varied and competing tasks.
8. Excellent interpersonal skills including the ability to deal effectively with a wide range of people, network and quickly form close working relationships within different parts of the University and with external partners.
9. The ability to work as part of a team and establish effective team-working approaches.
10. The highest level of administrative and general office skills, with experience working in a complex organisation including:
    - Excellent skills in office IT systems, including e-mail, the web and MS Office applications. Able to deal with changing office technologies;
    - Experience in managing systems for tracking workflow and follow-up actions;
    - Ability to organise complex meeting and travel schedules
11. The ability to understand and analyse data in order to evaluate and monitor the effectiveness of projects and make improvements.
12. Experience of working with Polish institutions or proven interest in Poland.

Desirable selection criteria

1. Experience of using website content management systems and use of social media in a professional context.
2. Experience of committee servicing
3. A good understanding of the main aims and challenges in the Higher Education sector and an appreciation of the special features of working in one of the world's leading universities.
4. Ability to work outside normal office hours from time to time, when necessary.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. These include:

- **right to work and identity checks -** you will be asked to provide proof of your right-to-work in the UK and proof of your identity;
- **references, -** if we have not already done so, we will contact the referees you have nominated;
- **previous University employment -** if you have previously worked for the University, we will verify key employment information with the relevant department or unit, including your dates of employment and reason for leaving and;
- **health declaration -** you will be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

For more information about the University's pre-employment screening, please read the candidate guidance https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/pre-employment-screening

About the University of Oxford

We are the University of Oxford, the world's oldest and top-ranked university, sitting in the heart of one of the UK's most dynamic and diverse cities. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

Our people are central to our success, and we are committed to fostering an inclusive environment where everyone can thrive. We recognise that diversity is a strength and is vital for innovation and creativity. We aspire to build a truly diverse community which values and respects every individual's unique contribution.

Join us and you will become part of a unique, democratic and international community, with a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford. Further information regarding the staff benefits can be found on the final page.

For more information, please visit https://www.ox.ac.uk/about.

TORCH – The Oxford Research Centre for the Humanities

TORCH is a world-leading centre for interdisciplinary research. It fosters and sustains experimental, cross-disciplinary research collaborations which aim to meet social, cultural and global challenges. TORCH connects Humanities researchers with partners locally, nationally and globally to deliver ambitious projects involving public engagement and outward-facing research. Since its launch in 2013, TORCH has played an integral role in Oxford's Humanities Division. It supports researchers at all career stages across all ten Humanities Faculties and beyond, helping them deliver strong and measurable impact. TORCH, a widely recognised public portal for Oxford Humanities, enables external organisations and individuals to connect with Oxford Humanities research. For more information please visit: www.torch.ox.ac.uk

Humanities Division

The Humanities Division is one of four academic divisions in the University of Oxford, each with a full-time Head and elected Board. The Humanities Division is distinctive for its depth and breadth. Its activity spans nine faculties, one School and two independent research institutes: the faculties of Classics; English; History; Linguistics, Philology and Phonetics; Medieval and Modern Languages; Music; Asian & Middle Eastern Studies; Philosophy; and Theology and Religion; the Ruskin School of Art; the Rothermere American Institute and the Voltaire Foundation. Interdisciplinary links within and beyond the University are strong, extending to the social sciences, medical sciences and the natural and physical sciences.

One of the largest centres for Humanities internationally, with over 800 members of academic and research staff, the Division offers world-class research and teaching, backed by the superb resources of

the University's libraries and museums, including the famous Bodleian Library, with its 11 million volumes and priceless early book and manuscript collections, the Pitt Rivers Museum, the History of Science Museum and the Ashmolean Museum of Art and Archaeology. Such historic resources are linked to cutting-edge agendas in research and teaching, with an increasing emphasis on interdisciplinary study and digital Humanities.

The outstanding quality of Humanities research at Oxford is recognised globally. This reputation for research excellence contributes to the University coming top of several international rankings for Arts and Humanities, including the US News and World Report rankings and the QS World University Rankings by Subject. The Division's faculties are among the largest in the world, enabling Oxford to offer an education in Arts and Humanities unparalleled in its range of subjects, from music and fine art to ancient and modern languages.

The Division has responsibility for over 4,000 undergraduates (a third of the University's total undergraduate population), and for over 2,000 postgraduate students (over 1,100 doctoral students and some 900 Master's

students). Twenty-nine undergraduate courses are offered in Humanities subjects, seven of which are offered jointly with the other academic divisions. The Doctoral and Master's programmes offered are distributed across all of the Division's faculties, along with a suite of Master's courses offered with the Social Sciences Division and a growing portfolio of Master's courses that draw from across the Humanities. The Division is part of the Open-Oxford Cambridge AHRC Doctoral Training Partnership. The Humanities Division has embarked on a major building project on the Radcliffe Observatory Quarter, supported by a £185 million gift to create the Stephen A. Schwarzman Centre for the Humanities.

For more information please visit: http://www.humanities.ox.ac.uk/

The Schwarzman Centre

The teaching and study of the humanities is so important because it tells the story of what it means to be human - who we are, where we came from, and how our culture, literature and language have developed over time. With over 700 academic staff and 6,000 students, Oxford Humanities leads the world in the breadth and depth of subject coverage and the quality of teaching and research. But don't just take our word for it - the latest QS World University Rankings placed us at number one.

The new Humanities building will take our teaching, research and public engagement to new heights. For the first time in the University's history, seven humanities faculties are housed together along with a new library. These disciplines were scattered in buildings across Oxford but they are now united in a new building designed to encourage cross-disciplinary study and research. Academics in the building will work together to tackle some of the most pressing questions of our time. As well as a new Institute for Ethics in Artificial Intelligence, they will consider the environment and how society rebuilds after the pandemic.

Crucially, the building is open to the public, and we aim to bring research and performance in the arts and humanities to new audiences. There is dedicated space for schoolchildren to visit and engage with Oxford's researchers. There is exhibition space and three new performance venues for music, theatre, drama, dance, lectures and more. A new Cultural Programme will bring the world's leading performers and artists to Oxford. Our venues will also be open to regional cultural organisations, with whom Oxford researchers will strengthen partnerships.

How to apply

Applications are made through our online recruitment portal. Information about the application process is available on our Jobs website https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

Your application will be assessed solely on the basis of your ability to meet the selection criteria stated in the job description.

As part of your application, you will be asked to provide:

- your CV;
- a supporting statement explaining how you meet each of the selection criteria, using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants); and
- details of two referees, including whether we may contact them at this stage.

Please upload all documents **as PDF files** with your name and the document type in the filename.

Applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Additional information for applicants

If you currently work at the University

If you are a current University employee, please note that:

- as part of the referencing process, we will contact an appropriately senior member of your current department to confirm basic employment details, including your reason for leaving;
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full-time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Internal Mobility Principles

- Before applying for Professional Services posts, internal candidates are advised to read the Internal Mobility Principles.
- The principles support the movement of colleagues across Professional Services and provide clarity on the expectations of both managers and individuals.
- In line with Principle 2, current members of staff are encouraged to apply for this post.

If you currently work at the University and are a priority candidate:

- Please attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

For application FAQs and technical support, visit: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/support-with-online-applications

For questions about the role, please contact: hr@humanities.ox.ac.uk

You can return to your online application at any time via: https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

You will receive an automated email confirming receipt of your application. If you do not receive this, please check your spam or junk folder.

Important information for candidates

Data privacy

Personal data submitted as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation.

For further information, please see the University's Privacy Notice for Job Applicants at: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy.

The University's Policy on Data Protection is available at: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/data-protection-policy

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval.

There is no normal or fixed age at which staff in posts at other grades must retire. Staff at these grades may choose to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Appointment and progression are based on personal merit and the application of criteria relevant to the duties and requirements of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Working at Oxford - Benefits

Join an international community where you can do meaningful work, develop your career and be supported to do your best.

38 days	24/7	6 nurseries
paid holiday	confidential wellbeing support	plus 380+ full-time places

Work-life balance

We recognise the importance of balancing work with your personal life and offer a variety of flexible working options.

Staff benefits at the University of Oxford | Oxford University

Your wellbeing

Free, confidential Employee Assistance Programme available 24 hours a day, 365 days a year, alongside wider health and wellbeing support. We are also committed to supporting colleagues with disabilities or long-term health conditions.

Health and wellbeing

Family-friendly benefits

Extensive family leave and childcare support, including six University nurseries, more than 450 full-time nursery places and salary-sacrifice childcare.

Family benefits and childcare

Belonging and community

Be part of a welcoming and inclusive community, with staff networks, recognised trade unions, opportunities to connect across the University, and the Newcomers' Club for partners of new staff.

Trade unions and employee representation | Oxford University

Pension and financial benefits

If eligible, you will be automatically enrolled into an appropriate pension scheme. Other financial benefits include access to a relocation scheme for eligible new staff, and a Give As You Earn charitable giving scheme.

Staff benefits at the University of Oxford | Oxford University

Travel and commuting

The University offers a range of travel discounts and schemes for University staff.

Transport | Oxford University

Life in Oxford

Free University Club membership, discounted access to the University Sports Centre, and practical support for relocating and settling into Oxford, including a visa loan scheme to help cover UK visa application costs for staff and their dependants.

Life in Oxford

Grow your career

The University offers many opportunities for training and career development. Find out more and access personal and professional development opportunities.

Learning & Organisational Development

For researchers on fixed-term contracts, the Researcher Hub supports career development, connections and next steps.

Researcher Hub

Discover more

Find out more about working at Oxford, our benefits and life in the city: Staff benefits at the University of Oxford | Oxford University