

Engagement Officer, part-time remote or flexible working 10-25 hours per week

£12.00-£14.00 per hour, depending on experience

Background

The Rhodes Scholarship programme is the oldest (established 1903), and among the most prestigious, international scholarship programme in the world. Administered by the Rhodes Trust in Oxford, the programme offers 100 fully-funded Scholarships each year for postgraduate study at the University of Oxford in the United Kingdom - one of the world's leading universities. Rhodes Scholarships are for young leaders of outstanding intellect and character who are motivated to engage with global challenges, committed to the service of others and show promise of becoming value-driven, principled leaders for the world's future.



Figure 1 Global distribution of scholarships awarded annually

The Rhodes Scholarship In Partnership With The Saïd Foundation For Syria, Jordan, Lebanon & Palestine (SJLP) were established in 2016 to offer life changing opportunities for outstanding individuals from target countries in the Middle East. The Rhodes Scholarships for SJLP will support at least one Syrian candidate and one Syrian, Jordanian, Lebanese or Palestinian student to undertake graduate studies and leadership and service training at the Rhodes House and the University of Oxford.

Dr Liliane Chamas was appointed by the Warden and CEO of the Trust as the Inaugural National Secretary for SJLP in 2015. In this honorary appointment, Dr Chamas leads on the annual process of outreach, screening, selection and associated engagements alongside her full-time role in global health and policy.

A dynamic Engagement Officer is now being sought to support the National Secretary in the successful running of the Scholarships and best practice sharing with other constituencies.

Main duties and responsibilities

This role is open to energetic and experienced candidates based in Oxford who have an interest or experience working in the Middle East and are wishing to gain further exposure and strategic engagement opportunities with key networks in higher education, public sector and third sector in Oxford and the Middle East.

The engagement officer will report directly to the National Secretary and work alongside key staff, Rhodes Scholars and advisors at the Rhodes Trust.

Most of the work can be done remotely but termly catch-ups with the National Secretary in Oxford or the region will be required. All reasonable expenses will be covered in the case of required travel. You will also be willing and able to range from more administrative tasks to activities that requires strong strategic understanding and judgment.

The Engagement Officer will not be involved in any selection of Rhodes Scholars.

Key duties include:

- supporting key policy and governance duties of the National Secretary;
- supporting outreach and promotion of the scholarships in the region;
- leading on digital communications and media relations with key stakeholders and supported by key staff at the Rhodes Trust;
- administrative and project management support for regional travel, expenses;
- supporting on senior stakeholder engagement for a flagship conference in Oxford;
- play a key role in project management and delivery of the annual process of screening and selection of the Rhodes Scholarships for SJLP;
- play a key role in sharing best practice with other global constituencies of the Rhodes Trust.

Skills and experience required

The ideal candidate will have the following skills, experience and qualifications:

- Excellent interpersonal skills, based around acute listening abilities, with the ability to inspire confidence at all levels.
- Some experience in at least one of the following areas:
 - External relations activity, which might have included disciplines such as communications, events or relationship management. (Relationship management examples would include client development, partnership development, stakeholder engagement, fundraising, alumni relations or similar.)
 - Managing projects in an agile way, drawing together inputs from multiple parties.
 - Providing executive support or other close support to senior members of an organisation.
- Demonstrable skills in delivering projects and results, coordinating delivery teams from different parts of an organisation.

- Excellent oral and written communication skills, with a concise, compelling style, superb written accuracy, and an ability to closely tailor your writing to the audience for maximum persuasive impact.
- Flexible, resilient and responsive, able to adapt quickly to changing plans and new opportunities.
- Highly organised, with the ability to prioritise in the face of competing demands and work to tight deadlines.
- Facility with IT, especially MS Outlook, MS Word and MS Excel, and social channels (support can be provided by Trust).
- A good undergraduate degree, ideally from a research-intensive university, or equivalent skills gained through experience.

Start date

We are looking for the job-holder to start as soon as possible.

Terms of appointment

Please note that applicants must be eligible to work in the UK.

TO APPLY

Please send your curriculum vitae (not longer than 3 pages) plus covering letter (no longer than 2 pages) and the contact details of at least two referees (these will not be contacted without applicant's permission), to : liliane.chamas@bsg.ox.ac.uk

The closing date for applications is Monday 22nd July at 12 noon.

Interviews will be held in Oxford at the end of July.

Enquiries about the vacancy can be directed to the National Secretary (SJLP), Dr Liliane Chamas at liliane.chamas@bsg.ox.ac.uk

Please visit our website www.rhodeshouse.ox.ac.uk to learn more about the Rhodes Trust.

8 July 2019