

THE ISLAMIC MANUSCRIPT ASSOCIATION

ARABIC-SPEAKING MEMBERSHIP & GRANT SCHEMES COORDINATOR

Job Announcement

PARTICULARS

Position: Arabic-Speaking Membership and Grant Schemes Coordinator
Salary: £22,000–£25,000 gross per annum
Contract: One-year fixed-term in the first instance; full-time
Location: Cambridge, United Kingdom
Deadline: Open until filled.

ABOUT THE ASSOCIATION

The Islamic Manuscript Association is a learned society and professional body dedicated to protecting Islamic manuscript collections and supporting those who work with them. It represents over 700 members from 48 countries. The Association is one of the principal projects of the Thesaurus Islamicus Foundation, a philanthropic educational trust specialising in scholarly publishing; fine book design; and the care, management, and study of manuscript collections.

JOB DESCRIPTION

The Association is seeking an Arabic and English-speaking membership and grant schemes coordinator. This position is full-time and based at the Association's office in Cambridge, United Kingdom. Initially, the successful candidate will be offered a one-year fixed-term contract; and, after completion of this year, there is the possibility of being offered a permanent position.

The membership and grants schemes coordinator will assist with the day-to-day running of the Association, focusing on the management of the Association's membership records, the development of members' resources, the coordination of the Association's grant schemes, and Arabic-language support for the office. Additional work will include, but not be limited to, the organisation of board meetings, conferences, courses, lectures, and other events.

The role requires one who can work well as part of a small team and also under his or her own direction when necessary. Excellent interpersonal skills and an enthusiasm for the Association's aims are essential. Travel to locations within the UK and abroad may be required as part of the role. The coordinator will report to the assistant and executive director.

Employment in Cambridge will be through the Foundation's representative company, Tradigital, which is based in Cairo, Egypt. The salary will be £22,000–£25,000 gross per

annum depending on experience and qualifications, and all UK statutory benefits and entitlements apply. The employee will receive 38 days' paid holiday inclusive of all UK bank holidays. The job also provides access to a range of benefits including the KiddiVouchers Childcare Scheme and the Cycle to Work Scheme.

MAIN DUTIES OF THE JOB

Assist with the following in cooperation with the executive director and other Association staff:

- Day-to-day administration of the Association.
- Maintaining accurate membership records, including the reformatting of current records for the Association's new electronic membership management system.
- Developing members' resources, including a new members pack.
- Coordinating the nomination and election of members to the board of directors.
- Liaising with Brill Academic Publishers to arrange the distribution of the Association's peer-reviewed journal to its members.
- Coordinating the Association's grant schemes, including promoting the schemes on social media, processing applications, corresponding with grant applicants and recipients, and maintaining accurate records.
- Regular Arabic and English communication, by email, phone, Skype, and fax, regarding general, membership, and grant-related queries.
- Preparing Arabic correspondence and conducting Arabic-language communications for other staff; translation of English correspondence into Arabic and vice versa; preparation of Arabic content for the Association's website, social media, and event and promotional materials.
- Supporting the organisation of events including conferences, board meetings, and short courses.
- Organisation and stocktaking of office equipment, supplies, and books.
- Organising maintenance of the office's physical premises, including utilities, fire and intruder alarms, and cleaning.
- Supporting other Thesaurus Islamicus Foundation projects, if needed.

ESSENTIAL SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Bachelor's degree or equivalent qualification.
- Fluency in spoken and written Arabic and English.
- Excellent interpersonal skills and phone manner.
- Proven experience in working in a membership organisation or customer facing role (minimum one year).
- Proven administrative experience (minimum one year).
- Excellent computer literacy: professional-level competency with word processors, spreadsheets, databases, email clients, and web-based social media.
- Capable of handling multiple demanding priorities in a busy environment.
- Willing to travel internationally.
- Already possess the right to work in the United Kingdom.

DESIRABLE SKILLS, EXPERIENCE, AND QUALIFICATIONS

- Knowledge of records management.
- Proficiency in minute taking and touch typing.
- Knowledge of a discipline relating to the care and management of manuscript collections.
- Knowledge of Middle Eastern culture and history and/or Islam.
- Knowledge of other foreign languages, especially Persian and Turkish.
- First aid qualification.

APPLY

To apply please send a cover letter explaining how you match the above criteria for employment and what you will bring to the role, a CV, and the contact information for two references to vacancies@islamicmanuscript.org. Only shortlisted candidates will be contacted. The Islamic Manuscript Association is an equal opportunities employer.