



## **Academic Administrator (Fellowships)**

### **Job Description**

Responsible to: College Secretary  
Grade and Salary: Grade 06S (University scale), National Spine Points 25-34 range (£35,681 - £45,212 p.a. including Oxford University Weighting)  
Hours of Work: Full-time, 40 hours per week with a one hour paid lunch break

### **Introduction**

All Souls is a strongly research-focused College with some 80 Fellows; many research-active Emeritus Fellows; and up to ten Visiting Fellows in any term. As well as the large number of weekly lectures and seminars held at the College during term, the College hosts a large number of academic conferences and special lectures. The College also has an active cultural and social life, involving colloquia, concerts, and other special events.

The Academic Administrator (Fellowships) performs a central role in the administration of the College. This is a responsible position within a research-focused College with an international reputation. The College therefore looks to appoint a candidate with appropriate capability and experience.

Reporting to the College Secretary and working closely with the Academic Secretary and Dean of Visiting Fellows (both Fellows) and other College officers and Senior Staff, the post-holder plays a key role in administering the competition processes for elections to Senior Research Fellowships and Post-Doctoral Research Fellowships as well as managing the Visiting Fellows and Visiting Named Lecturer processes. The post-holder will also support the Academic Administrator (Examinations, Projects and Communications) during the annual Fellowship by Examination competition.

### **Outline Job Description**

The main duties of the post are as follows:

- a) To support the College Secretary in running the biennial All Souls Fellowship Competitions for the election of Post-Doctoral Research Fellows and Senior Research Fellows.
- b) To provide administrative support to the Dean of Visiting Fellows for the selection of Visiting Fellows, administration of the Visiting Fellowship scheme, to provide support for the Visiting Fellowships Committee, and to ensure that Visiting Fellows are well supported throughout their time at the College.
- c) To administer the annual Visiting Named Lecturer series, including administration of the Evans-Pritchard Lecturer competition.

- d) To support the Academic Administrator (Examinations, Projects and Communications) in the implementation of the annual Fellowship by Examination Competition.
- e) To have responsibility for the administration and oversight of Fellows' University cards and membership of Congregation.
- f) To provide ad hoc support to the College Secretary, the Academic Secretary, and Domestic Bursar as required, and to provide general administrative support for Fellows, in so far as this is compatible with other duties.

### Key Skills and Competences

The successful applicant will demonstrate:

- excellent organisational skills required to ensure the effective conduct of the Fellowships competitions and provide efficient support to the Academic Secretary and other College Officers;
- strong written and oral communication skills necessary to draft and conduct correspondence on behalf of the College, prepare agendas for meetings, and handle telephone, e-mail, and face-to-face enquiries clearly, courteously and effectively;
- excellent interpersonal skills to work both with Fellows and in effective and constructive collaboration with colleagues;
- experience in using the Microsoft Office suite of programs and Office 365 tools such as MS Forms and SharePoint Online; familiarity with convening and managing virtual meetings using software such as MS Teams and Zoom;
- an understanding of Data Protection, information security, and other legal requirements;
- the ability to take personal responsibility for the management and delivery of your own work and readiness to accept guidance and direction from Fellows and other senior colleagues;
- discretion, loyalty and commitment to the College; the ability to maintain confidentiality and trust, and to promote and protect the reputation of the College as an internationally recognised research institution within the University of Oxford.

### Terms and Conditions

The normal working hours for this appointment are 9.00 a.m. to 5.00 p.m. Monday to Friday (including one hour for lunch) but additional working may sometimes be required at busy periods (with time off in lieu in quieter periods), so some flexibility is required.

The starting salary for this appointment will be in the range of £35,681- £45,212 per annum including Oxford University Weighting and this will be reviewed in August

each year. The post-holder will be enrolled automatically in the Universities Superannuation Scheme (USS). USS is a qualifying pension scheme, which means it meets or exceeds the Government's new standards for pensions, and the College operates a salary sacrifice scheme in relation to the employee's contributions.

In addition to the basic salary, the post-holder will be entitled to receive free meals when on duty in College and the College Kitchen is open. Subject to the satisfactory completion of four months' probation, the post-holder and their immediate family will also be entitled to be enrolled in the College medical insurance (PHC) scheme, for which the College will fund the premium. (This benefit is taxable.)

The post-holder will be entitled to 20 working days paid holiday in addition to the usual bank holidays (or time off in lieu if required to work during the May bank holidays) and holiday during the College closed periods during Christmas/New Year and at Easter, when the College is closed from Maundy Thursday to Easter Tuesday and administrative staff may also take an additional three days' leave.

Annual leave must normally be taken only outside Full Term and needs to be co-ordinated with colleagues in order to ensure appropriate staffing.

### Applications

All Souls College will consider applications from any suitably qualified and experienced applicant.

Applicants should submit applications via [staff.appointments@all-souls.ox.ac.uk](mailto:staff.appointments@all-souls.ox.ac.uk) by noon on **Friday 6 November 2026** enclosing:

- a covering letter explaining why they think they would be suitable for the post and demonstrating how their skills and experience meet the person specification for the role.
- a copy of their CV to include details of their current salary.
- the names and contact details of two referees (one of whom should be the current or most recent employer), who have good knowledge of their work and character.
- the completed [Equality Monitoring questionnaire](#). (This will play no part in the selection process and will not be seen by those involved in the decision-making process but enables the College to monitor the success of its Equality Policy (see the College website).

Interviews will take place at All Souls College on **Monday 16 November 2026**.

October 2026