

TORCH PROGRAMME COORDINATOR

ROLE DESCRIPTION

Job title	TORCH Programme Coordinator
Division	Humanities
Department	TORCH
Location	Remote based work
Grade and salary	Grade 5
Hours	Part time, up to 8 hours per week on a zero hours basis
Contract type	12 months fixed term
Reporting to	Programme Academic Lead with dotted line to TORCH Operations Manager

Overview and background

Part of the Humanities Division, TORCH (The Oxford Research Centre in the Humanities) is a nucleus of intellectual energy for the Humanities and a place to develop new ideas and collaborations within and beyond academia.

TORCH facilitates research engagement through support for its flagship interdisciplinary **TORCH Research Networks and Programmes**; bringing researchers together with external partners through mutually beneficial **Knowledge Exchange Fellowships and projects**; **International** collaboration; and through public engagement with research as part of the **Humanities Cultural Programme**.

TORCH is an academic-led community with an academic Director supported by a professional services team and guided by the TORCH Management Committee. TORCH facilitates research by supporting researchers through frameworks that include funding and assistance from the TORCH team, including administration, communication and engagement.

TORCH Programmes

The TORCH Research Programmes focus on selected themes that bring together interdisciplinary clusters of researchers, often in collaboration with other parts of the university. Capacious intellectual spaces that invite collaboration with scholars in the UK and abroad, TORCH Programmes are points of synergy for cutting-edge, boundary-crossing research on political and cultural questions, which are central to the Humanities at Oxford.

The current TORCH Headline Programmes are:

Environmental Humanities
Intersectional Humanities
Medical Humanities
Race and Resistance

TORCH Programmes seek to foster new research, and enhance and promote existing research, in accordance with TORCH's core values. The Programmes aim to support research at all career levels. Existing research within our Programmes includes innovative headline events, often with a global scope; exploring gaps across our curricula, and working to bring about reflective curricular change. Programmes also generate collaborative, networking opportunities for senior and early-career researchers alike. Supported Programme research projects and events aim to be impactful and have significant wider engagement and public reach.

Each of the headline programmes has an academic lead and steering group who oversee each programme's shape and direction. Along with support from the TORCH team, each programme has the support of a post-graduate coordinator.

The Role

The Programme Coordinator will play a key role in the administration and organisation of TORCH Programme activity. The post offers an exciting opportunity for a graduate student to get involved in wide reaching interdisciplinary research and to contribute to the shaping of a major programme.

You will provide administrative support to one of the headline programmes including the steering group. You will be responsible for organising regular meetings and ensuring good communication with all stakeholders. You will work with the TORCH Networks and Programmes team to deliver events and other activity. You will ensure events are publicised and support the development of a strong online presence for the programme.

You will need good networking and people skills including working with senior academic leaders, administrative staff and other students. You must have excellent communication and organisational skills and the ability to manage your own workload. Accuracy, attention to detail and versatility are essential to provide effective administrative support as necessary.

While this post will be report to the Programme Academic Lead for day to day supervision, it will benefit from 'dotted line management' and regular meetings with the TORCH Operations Manager. There will also be opportunities for shared learning and peer support with the other programme coordinators.

Responsibilities

- To be responsible for day to day administrative support for one of the TORCH headline programmes.
- To act as the first point of contact for enquiries about the programme including managing the programme email inbox and mailing list.
- To arrange meetings of the steering group and to take and circulate minutes at these meetings, following up action points as required.
- Coordinate plans, logistics and finances for events and other programme activities, liaising with the TORCH team as necessary.
- To liaise with external speakers, academics and other contributing stakeholders particularly relating to events.
- Provide up to date content for the TORCH website.
- Use social media to promote events and provide a strong online presence for the programme and to circulate information about relevant opportunities and events as appropriate.

Selection Criteria

- A current graduate student at the University of Oxford with relevant research interests and a good understanding of the current issues covered by the headline programme.
- Experience of working independently, with a flexible approach and under the direction of senior staff.
- Excellent organisational skills with strong attention to detail.



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- Some experience of organising events and coordinating committees/meetings would be desirable.
- Excellent interpersonal skills with the ability to liaise and network effectively with a wide range of stakeholders and work co-operatively with people at all levels.
- Ability to communicate well with good writing skills.
- Experience of using social media and understanding of how this could be used to promote the programme.