

## **Laudato Si' Research Institute at Campion Hall, University of Oxford**

### **ASSOCIATE DIRECTOR- ROLE AND PERSON SPECIFICATION**

Campion Hall is a Permanent Private Hall of the University of Oxford maintained by the Jesuits in Britain (the Society of Jesus), a Catholic religious order founded by St Ignatius Loyola in 1540. Campion Hall was established by the Society in 1896 as a Private Hall of the University, originally for the benefit of undergraduates and has been a distinguished Hall of the University since its foundation. It now caters mainly for graduate studies and research. At the core of the Hall is the Jesuit community and religious life in the Catholic tradition, but it has always accepted other students and scholars from many different traditions and disciplines, secular and religious.

This Institute at Campion Hall, for the time-being known as the “*Laudato Si'* Research Institute” (LSRI), will foster interdisciplinary research and dialogue between theology, philosophy, theological ethics and the social and natural sciences on integral ecology, including integral human development. It will be deeply grounded in the Ignatian tradition and praxis and incorporate ecumenical resources in addressing the major ethical, social and political challenges arising.

This Institute will be set up in order to take forward Pope Francis' radical vision in *Laudato Si'*, by providing the platform for the challenging intellectual work that draws on substantial theological and philosophical resources in dialogue with other relevant disciplines in order to implement its social, theological and ecological agenda. The Institute aims to be outward-facing towards allied intellectual activities both nationally and internationally as well as provide resources for projects connected with this theme in broader educational, NGO and public contexts.

Professor Celia Deane-Drummond has recently been appointed Director Designate of the Institute.

All staff at Campion Hall are employed by the Jesuits in Britain under its legal name the Society of Jesus Trust registered charity numbers 230165 /SC040490.

### **ROLE SPECIFICATION**

#### **Purpose of the Post**

The Associate Director will be line-managed by the Director and will support the Director in the effective management and leadership of the Institute. To this end, she/he will ...

1. work closely with the Director, governors and relevant advisory boards to provide overall management of the LSRI and play a key role in developing the Institute's administrative infrastructure at an early stage.
2. collaborate in the planning and executing of the Institute's plan for strategic growth, including development of its policies.
3. be responsible for the management of day-to-day operations, including supervision of administrative staff and project managers, budget planning and management.

4. be responsible for contributing to the development of grant proposals and oversee the project management of grants; planning and management.
5. oversee annual programming, including lecture series, board meetings, symposia, conferences, seminar series and the postgraduate and fellowship programmes.
6. manage the Institute's academic publications and popular media, including the supervision and management of copy editing to ensure high editorial quality.
7. oversee the marketing and communications strategy, including the design of the new website.
8. work with the Director in order to establish a new Global Network in Integral Ecology in collaboration with allied activities in the Jesuit Province.
9. provide support for the development of external relations with stakeholders.
10. engage in assessment and evaluation of the Institute's impact and progress towards its goals.
11. as time permits, contribute in a limited way to the academic life of the Institute through his or her own research activities as relevant to the goals of the Institute.

## **Main Duties and Responsibilities**

### Administrative leadership of the Institute

The Associate Director will ....

- I. In consultation with the Director provide effective overall management and in consultation with governors and advisory boards, provide strategic planning and development of the LSRI:
  - a. Contribute to the Institute's strategic planning and development, including the identification and assessment of short- and long-term goals and objectives and the assessment and evaluation of the Institute's progress toward these goals, as well as the annual revision of goals;
  - b. Contribute to the development of external relations, including productive relationships with: (1) faculty and programmes at other universities; (2) stakeholders, foundations, and relevant external academic organisations; and (3) with Oxford units and administration;
  - c. Identify fundraising and development opportunities, with potential donors as well as with grant-making agencies and foundations.

2. Supervise day-to-day operations and activities of the LSRI:
  - a. Line-manage the Administration and Communications Assistant in the daily operations and programming of the Institute and in the execution of the LSRI's communications strategy, including publicity, website, social media, newsletters, etc.;
  - b. Line-manage as required additional staff to be added to the Institute in response to programmatic needs and growth;
  - c. Develop and administer LSRI budgets and review and adjust, as needed, all Institute accounts, including responsibility for annual budget planning, regular account reconciliation, and approval of expenditures; supervise the Administration and Communications Assistant in basic tracking of expenditures;
  - d. Ensure compliance with all organizational financial and human resource policies and communication/distribution of these policies to Institute staff;
  - e. Troubleshoot and resolve human resources challenges and issues, as appropriate, for staff and postdoctoral scholars;
  - f. Develop and subsequently conduct periodic review of Institute policies and procedures for postdoctoral fellows and revise, design, and implement new or revised policies for Institute operations, as needed;
  - g. With the Administration Assistant, support regular boards and committee meetings.
3. Oversee the overall programming activities of the LSRI:
  - a. Plan, implement, and assess impact of domestic and international conferences, colloquia, seminars, public lectures, the fellowship programme, etc.;
  - b. Integrate effectively visiting fellows, postdoctoral scholars, and postgraduate students into the LSRI's programming and activities;
  - c. Manage the development of LSRI-sponsored research publications, including hiring and overseeing freelance copy editors;
  - d. Ensure the high editorial quality of publications arising out of the work of the Institute including web site, popular articles and academic publications.
4. Oversee the project management of grants received, including reporting, budget management, and programming, as well as consult with the Director on new grant proposals.
5. As time permits, engage in some research appropriate to the research aims of the Institute and contribute in a limited way to teaching for the MA programme (for example, acting as advisor for dissertation supervision or an occasional lecture) where that research or prior research experience is appropriate to those tasks.
6. Identify and pursue opportunities to promote and advance the LSRI and its image both within the university and beyond
7. Will perform other duties related to the above as may be required from time to time.

## **PERSON SPECIFICATION**

### **Qualifications: Academic**

- Minimum: Ph.D. in a field related to the research aims of the Institute.
- Desirable: Masters degree in subsidiary discipline relevant to the research aims of the Institute and/or other professional qualification.

### **Skills and Experience**

1. Proven record of high quality performance in academic administration skills and experience in key areas: strategic programming; grant writing, development, reporting and management; resource allocation, budget and financial reporting; has, or can gain, expertise in the preparation of financial reports for the providers of grants for research projects;
2. Proven effectiveness in operational management experience, including problem-solving, decision-making, and delegation skills, as well as the ability to align organizational mission with operational processes and personnel management;
3. Proven high-quality inter-personal skills and high-quality record in personnel management skills and experience in key areas: staff management, training, and employee development;
4. Proven effectiveness in oversight of planning and execution of major academic events, such as academic symposia and international conferences;
5. Excellent critical thinking skills in relation to operational management and the academic aims of the Institute;
6. Proven experience in communication, editorial and writing skills for overseeing the communications strategy and ensuring high-quality publications, promotional materials, web media, and other aspects of the public face of the Institute;
7. Proven experience in academic authorship through evidence of some academic publications in a field relevant to the work of the Institute;
8. Some experience in teaching course material relevant to the goals of the Institute at undergraduate or graduate level;
9. A track record of high quality editing and copy editing in preparation for publication of academic work in either in top tier academic journals or academic publishers/university presses;
10. Proven IT skills relevant to the tasks above.

## Special factors

11. Proven ability to create a supportive atmosphere for employees to develop and exhibit their skills and creativity and provide space for reflection on the work underway.
12. Evidence of strong networking and relational skills to support the development of relationships with stakeholders and in order to ensure a high-level of hospitality for those interacting with the Institute.

## Salary and Start Date

The starting salary for the post will be £50,000 plus benefits. This will be reviewed annually. The start date will be 1 August 2019.

## APPOINTMENT PROCESS

1. Application is by letter in which the applicant needs to explain what qualifications and experience he or she has for the post as described in this document, including a list of three potential referees with their addresses, emails and other contact details. The applicant should also submit a full curriculum vitae showing relevant experience and qualifications.
2. Applications should be submitted as email attachments to [recruitment@jesuit.org.uk](mailto:recruitment@jesuit.org.uk) to arrive no later than **midnight on Monday 24 September 2018**.
3. Those short-listed for the post will be invited to interview at Campion Hall, Oxford OX1 1QS, provisionally set for 15<sup>th</sup> October. Candidates who are not contacted by 1<sup>st</sup> October can assume they have not been successful in the selection process.
4. The appointment will be made subject to the Jesuits in Britain receiving two references which it considers satisfactory, one of which should be from your current employer or line-manager, and your proving your right to work in the UK.

Those interested in the position are welcome to seek any clarifications about the above by contacting initially [recruitment@jesuit.org.uk](mailto:recruitment@jesuit.org.uk)

5 September 2018