



BRISMES

British Society for Middle Eastern Studies

British Society for Middle Eastern Studies, 71-75 Shelton Street, Covent Garden, London WC2H 9JQ

Email: office@brismes.org

Website: www.brismes.ac.uk

JOB TITLE
Conference Coordinator
ROLE
<p>The British Society for Middle Eastern Studies (BRISMES) seeks a part-time Conference Coordinator to provide administration for the BRISMES Annual Conference 2023.</p> <p>The Conference Coordinator will work closely with Neve Gordon, the BRISMES Vice President, the BRISMES Manager and the Conference Committee. They will report to Neve Gordon. The Conference will be held at the University of Exeter 3 – 5 July, 2023.</p> <p>This is a one-year contract.</p>
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• First and main point of contact for any inquiries about the conference• Manage the conference website• Coordinate the abstract review system on OxfordAbstracts• Create the conference schedule• Promote the conference widely to ensure high number of delegates• Liaise with the Exeter conference and events team• Recruit and manage conference volunteers• Promote the publishing exhibition and liaise with publishers• Seek to attract sponsorship, especially for the conference Solidarity Fund• Help with visa applications
SKILLS AND EXPERIENCE
<ul style="list-style-type: none">• Experience of organising events and liaising with multiple stakeholders• Excellent IT skills, including knowledge of Excel• Experience of using social media• Interest in Middle East Studies• Strong people skills and attention to detail
DBS REQUIRED (<i>if applicable</i>)
No
LOCATION
Working from home

British Society for Middle Eastern Studies is a company limited by guarantee registered in England and Wales.

Company Number: 08747770 | Registered Charity Number: 1161206 | VAT Registration Number: 828 5681 90



BRISMES

British Society for Middle Eastern Studies

British Society for Middle Eastern Studies, 71-75 Shelton Street, Covent Garden, London WC2H 9JQ

Email: office@brismes.org

Website: www.brismes.ac.uk

START DATE AND END DATE <i>(providing a predicted end date/duration if exact end date not known)</i>
As soon as possible
PREDICTED INTERVIEW DATE <i>(if applicable)</i>
As soon as possible
HOURS AND DAYS OF WORK
HOURS: Variable. Anything between 4 and 20 hours per week, depending on the period in the conference organising cycle. DAYS: flexible
RATE OF PAY
£16.55
EXPENSES
Travel expenses within UK (where necessary)
HEALTH & SAFETY
- Any health and safety risks at the workplace and the steps taken to control them? -Any risk assessments that apply to the role that we should pass on to candidates?
None
DRESS CODE
None
MAIN CONTACT <i>(responsible for approving timesheets)</i>
Neve Gordon (BRISMES Vice President) neve.gordon@qmul.ac.uk
ADDITIONAL APPROVER(S) – <i>in case of Primary approver's absence</i>
John Chalcraft (BRISMES Secretary) Tim Jacoby (BRISMES Treasurer) Amy Brickhill (BRISMES MANAGER)
HOW TO APPLY
Please send cover letter and CV to office@brismes.org by 5PM on 14 September

British Society for Middle Eastern Studies is a company limited by guarantee registered in England and Wales.

Company Number: 08747770 | Registered Charity Number: 1161206 | VAT Registration Number: 828 5681 90