

JOB OPPORTUNITY

CBRL Jerusalem Research and Events Coordinator

Hours: Full Time; 9-month contract

Salary: 125,981 ILS / annum pro-rata

Council for British Research in the Levant (CBRL) Job Posting: Jerusalem Research and Events Coordinator

The Council for British Research in the Levant (CBRL) advances public education on the Levant, promoting and disseminating research in the humanities, social sciences and related subjects. We are a British International Research Institute (BIRI) affiliated with the British Academy, working on and in Jordan, Palestine, Israel, Lebanon, Syria and Cyprus. Our mission is to advance knowledge and understanding of the peoples and cultures of the Levant. We have two institutes in the Levant: the Amman Institute and the Kenyon Institute in East Jerusalem, where our libraries are located.

CBRL is one of the British International Research Institutes (BIRI), a network of overseas research organisations that operate in Europe, Africa and the Middle East. All the BIRI conduct research, collaborate with overseas and UK-based partners, and provide facilities, training and financial, academic and logistical support to researchers.

We are currently seeking a **Jerusalem Research and Events Coordinator** to contribute to the development and realization of strategic plans to establish an interdisciplinary research hub within our Jerusalem institute.

Key responsibilities will revolve around developing and implementing research-oriented activities and outreach at our Jerusalem office and on our website, as well as assisting in the organizing of a research conference.

Strong communication and organisational skills are required, and familiarity with the local and UK academic research community and landscape will be necessary.

This role is Jerusalem-based with a competitive salary of up to 125,981 ILS / annum pro-rata (gross).

Job Purpose and Summary

The **Jerusalem Research and Events Coordinator** will be responsible for working in close coordination with the Kenyon Institute's Director to develop and deliver CBRL's vision to establish an interdisciplinary research hub.

The ideal candidate will be self-motivated, familiar with local and UK higher education institutions and their activity; have doctoral-level knowledge of a specific academic field; have experience and enthusiasm for organizing activities that enable the showcasing and engagement of research, and; maintain an active research profile, with the interest to translate this knowledge into public and closed-door research engagement opportunities/activities. Experience with website content production and webinar/audio visual production is desirable but not necessary.

This position is fixed-term (9 month); full time, and; will primarily take place in office at the Kenyon Institute in East Jerusalem, with some flexible work-at-home arrangements coordinated in consultation with the Kenyon Institute Director. Work may also involve late afternoon/early evenings when event coordination may take place.

Line Management: The successful candidate will be managed by the Kenyon Institute Director and join a small team of on-site and remote staff.

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to the development, implementation and activation of an academic research hub, aimed at creating a portal of specific research clusters that link and network research opportunities and activity between local and UK-Higher educational research institutions;
- Contribute to the creation of content for the hub's website as well as pilot clusters, collating relevant activity, research opportunities and outputs within each;
- Liaise with cluster members for the organizing of lectures, seminars, workshops and podcasts;
- Assist in the coordination of an academic conference specific to a pilot cluster;
- Liaise with CBRL Communications personnel to ensure hub activity can be used for its social media platforms and website, email newsletter, and press releases.
- Maintain an active research profile while under employment, that leads toward the production of an academic output.

PERSON SPECIFICATION

Essential

- Educated to the doctoral level in the social sciences or humanities - ideally an early career researcher or late-term doctoral candidate who has submitted their PhD;
- Excellent organisational and people skills and the ability to prioritise and manage a range of tasks/ projects and expectations at the same time;
- Excellent written and spoken English; Excellent spoken Arabic
- Self-motivated; work in a team; learn new skills and contribute ideas for hub/cluster development and realization;
- Experience with event coordination;
- Maintain an active research profile;
- Permitted to work in Jerusalem with local residency.

Desirable:

- Some knowledge of CBRL's activities and an understanding of our mission and areas of work;
- Experience working in an academic or membership society/charity setting;
- Experience working in a small team;
- Experience with website content production and collating;
- Ability to write in Arabic is an advantage.

Contract: 9 months, fixed term.

Application closing date: By CV and covering letter to: recruitment@cbri.ac.uk by 12:00 pm, Friday 20 May 2022.

Interview date: Monday 31 May 2022.

Start Date: CBRL would like to appoint the successful candidate to start no later than the week beginning 19 June 2022.

The successful candidate will be employed on an Israeli contract and must have the right to live and work in Jerusalem.

This job description does not form part of a contract of employment and can be amended from time to time as the needs of the organisation require.

CBRL welcomes applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability.