



# **Programmes Assistant – 12-month fixed term contract**

Recruitment pack | July 2022

# Programmes Assistant – 12-month fixed term contract

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22 July 2022

Dear Applicant,

Thank you for your interest in this position. Enclosed is the information you require to assist you in applying for this role.

To apply:

- Please provide a personal statement and up-to-date CV combined in a single document. The document must be a maximum of 4 pages in total – no more than 2 pages for the personal statement and no more than 2 pages for your CV. Please state your name and the job you are applying for at the top of the document and save it as follows: “Your name-job title” e.g. Martha Jones –**Programmes Assistant**. Please note that if your submitted application does not meet these requirements, we will be unable to consider it.
- Your personal statement should set out why you feel that you are a good candidate for this post and how you fulfil the role profile and person specification. Your CV must show your full career history with any breaks explained.
- We are asking all applicants to complete our equality data monitoring survey. Completing this form will help us establish a better baseline for future equality, diversity and inclusion action. The information collected will be held securely and handled sensitively in line with the Academy’s data protection policy. The survey can be accessed through the advert on the current vacancies page.
- We guarantee to interview all disabled applicants who meet the essential criteria for the post. Please indicate in your covering email if you are applying as a disabled applicant.
- Please indicate in your covering email if you cannot attend the scheduled date for interviews.
- Please note that the successful candidate will require the right to work in the UK – in your covering email, please confirm that you possess proof of right to work, as this will be required later on in the recruitment process.

Applications should be e-mailed to [recruitment@thebritishacademy.ac.uk](mailto:recruitment@thebritishacademy.ac.uk)

Applications must be received by **12.00 GMT Tuesday 30 August 2022**.

Please contact Giuseppe Scannapieco, HR Officer, if you have any questions or queries at [giuseppe@thebritishacademy.ac.uk](mailto:giuseppe@thebritishacademy.ac.uk).

Although our expectation is to recruit four candidates through this recruitment round, over the coming months there may be other similar opportunities either in the International Team or in the Research Funding Team that become available, and so we will be in touch with unsuccessful shortlisted candidates who apply for this role should these additional opportunities arise.

We look forward to hearing from you.

Yours sincerely,

Vanessa Cuthill  
**Director of Research**

# Welcome to the British Academy

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The British Academy is the UK's national body for the humanities and social sciences. Our purpose is to deepen understanding of people, societies and cultures, enabling everyone to learn, progress and prosper.

We have three principal roles:

**A Fellowship** of distinguished scholars from all areas of the humanities and social sciences, elected by their peers, that facilitates the exchange of knowledge and ideas and promotes the work of our subjects.

**A Funding Body** that supports the best ideas, individuals and intellectual resources in the humanities and social sciences, nationally and internationally.

**A Forum** for debate and engagement that stimulates public interest and deepens understanding, that enhances global leadership and policy making, and that acts as a voice for the humanities and social science

Our Strategic Plan which runs to 2022 has five main objectives:

- To speak up for the humanities and social sciences;
- To invest in the very best researchers and research;
- To inform and enrich debate around society's greatest questions;
- To ensure sustained international engagement and collaboration; and
- To make the most of our assets to secure the Academy for the future.

# Equality, Diversity & Inclusion statement

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As a key part of our People Strategy, the British Academy is committed to creating a diverse and inclusive working environment, promoting equal opportunity, and addressing under-representation. We welcome applications from people of all backgrounds. We will make reasonable adjustments to support disabled job applicants and offer an interview to those meeting the minimum selection criteria.

You can find more information on the Academy's vision and current activities [here](#).



# The Role

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The Programmes Assistant post holder will provide support across the portfolio of Academy research programmes. The post will provide a breadth of administrative support for: award management processes; advice to applicants, award-holders and assessors; the ongoing monitoring and reporting of award outcomes; and the ongoing improvement of the Academy's grants management database. We are seeking an individual who is committed to deliver this administrative role to a high standard, whilst supporting change, and enthusiastic to work collaboratively to deliver the goals of the role, the team and the wider organisation.

# Job Description

JOB TITLE:	Programmes Assistant - 12-month fixed term contract
LOCATION:	The British Academy, 10-11 Carlton House Terrace, SW1Y 5AH
REPORTS TO:	Manager
STAFF SUPERVISED:	None
<b>Purpose of the job</b>	
OVERALL OBJECTIVE:	<ul style="list-style-type: none"> <li>○ The Programmes Assistant will provide administrative support to specific Academy research programmes.</li> </ul>
MAIN DUTIES:	<ul style="list-style-type: none"> <li>○ To support the delivery of funding opportunities for the research community, including assistance with: advising applicants, award-holders and assessors; monitoring and reporting of award outcomes; producing statistics and summary reports; and the maintenance of effective information databases.</li> <li>○ To deliver discrete operational activities and tasks while also working flexibly as and when required across a range of different research funding schemes.</li> <li>○ To regularly review and update the grant data base to ensure it is accurate.</li> <li>○ To support the monitoring of expenditure within an allocated budget.</li> <li>○ To engage with the research community through written communications and events to raise awareness and engagement with the Academy's research programmes.</li> <li>○ To help organise events related to the Academy's funding opportunities and other relevant associated activities for grant holders, researchers and other stakeholders.</li> </ul>

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|  | <ul style="list-style-type: none"><li>○ To be proactive in identifying tasks to be undertaken within the scope of the post-holder's responsibility and to seek to improve and implement processes to enable operational delivery, working within agreed parameters, policies and procedures.</li><li>○ To work closely with Fellows, Officers and Committees of the Academy to support the monitoring and reporting of the Academy's research funding opportunities, as well as the decision-making processes for the delivery of funding schemes and awards, including helping to organise and manage selection meetings.</li><li>○ To contribute to a culture of continuous improvement and flexibility in the team and support the team in achieving other team and Academy objectives</li><li>○ To proactively work with colleagues across the Academy as a whole.</li><li>○ To deliver additional operational activities and tasks as agreed with the Senior Management</li></ul> |
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# Person Specification

Candidates are advised to read the person specification carefully and to **only apply if they can demonstrate the required knowledge, skills and experience.**

POST:	Programmes Assistant 12-month fixed term contract
DIRECTORATE:	Research
Requirements	
Experience, Knowledge & Qualifications	<ul style="list-style-type: none"> <li>○ Good school leaving qualification*</li> <li>○ At least one year of experience of working in an office environment and undertaking administrative processes*</li> <li>○ Experience of working as part of an administrative team*</li> <li>○ Knowledge of UK higher education system*</li> <li>○ Undergraduate degree or equivalent qualification (<i>desirable</i>)*</li> <li>○ Experience of grant administration and research in higher education (<i>desirable</i>)*</li> </ul>
Skills, Personal style and Behaviours.	<ul style="list-style-type: none"> <li>○ Strong IT skills, experience of Zoom and Microsoft Teams and the capability to learn new IT skills readily</li> <li>○ Good planning, organisational and time management skills.</li> <li>○ Problem solving skills including a flexible and pragmatic approach.</li> <li>○ Ability to use tact and diplomacy and to handle confidential information</li> <li>○ Ability to adopt an appropriate communication style, and to communicate effectively, both orally and in writing.</li> <li>○ Ability to follow instructions to accurately complete tasks, demonstrating attention to detail</li> <li>○ Good literacy and numeracy skills</li> <li>○ Fluency in English</li> </ul>



<p>Personal style and Behaviours</p>	<ul style="list-style-type: none"> <li>○ A team player, with enthusiasm to support and work with colleagues</li> <li>○ Maintains, demonstrates, and expects high levels of honesty and integrity</li> <li>○ Confident, enthusiastic, pro-active and flexible attitude to work</li> <li>○ Professional and confident approach when dealing with a variety of people</li> <li>○ Ability to work independently, and as part of a wider team</li> <li>○ Responsive, adaptable, and willing to work across a range of tasks within changing priorities</li> <li>○ Positive attitude to challenges and co-operation with colleagues</li> <li>○ Personal commitment to the values, vision and objectives of the organisation</li> <li>○ Support for the British Academy's organisational values (collaboration, creativity, empathy, excellence, integrity, resilience and respect)</li> </ul>
<p>Other Requirements</p>	<ul style="list-style-type: none"> <li>○ Commitment to high quality service and efficiency in all aspects of the organisation's operations</li> <li>○ Demonstrates commitment to equality, diversity and inclusivity</li> <li>○ Able to be flexible about working location and hours, on occasion</li> </ul>

# Terms and Conditions of Employment

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Please note that these terms and conditions are for **information purposes only**.

## Position

Programmes Assistant - 12-month fixed term contract

## Location

10-11 Carlton House Terrace  
London  
SW1Y 5AH

## Remuneration

£23,750 per annum

## Hours of work

35 hours - Monday to Friday

## Annual Leave

34 days plus bank holidays

## Our benefits package includes:

- a defined benefit pension scheme
- interest-free season ticket loans
- interest-free bicycle loans
- a stunning, Grade I listed building
- 34 days of annual leave, not including bank holidays
- enhanced employee policies
- flexible working and core hours policies
- annual pay review
- social activities
- hybrid working

# Key Dates

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<b>Closing date for completed applications</b>	12.00pm Tuesday 30 August 2022
<b>Shortlisted candidates to be informed</b>	Friday 9 September 2022
<b>Interviews to take place</b>	Friday 16 September 2022