

OXFORD CENTRE FOR HEBREW & JEWISH STUDIES

COMMUNICATIONS OFFICER

JOB DESCRIPTION

2 Days/Week, Office at the Clarendon Institute, Walton Street, Oxford

1. Grants & Donations

- Writing and editing grant applications and reports alongside the President and with the input of the Academic Registrar and Bursar
- Researching new sources of funding and liaising with representatives of trusts and foundations as part of the research process
- Keeping confidential records of all grants and donations received from trusts, foundations, and individuals through emails, database, and other written records
- Writing and sending thank-you letters to all donors on behalf of the President
- Adding all relevant details to the Centre's database, in line with GDPR
- Keeping track of annual 'Donors List' for OCHJS's *Annual Report*
- Creating and disseminating advertisements soliciting donations for particular programmes and activities

2. Website, Social Media, & Marketing

- Constantly maintaining the OCHJS website (via WordPress), including adding new images, editing and updating existing written and graphic content, and creating new content
- Liaising with OCHJS's web developer to maintain the integrity of the website and its design, as well as troubleshoot any bugs in the site
- Recording, editing, and uploading videos of lectures and activities to the Centre's Vimeo profile
- Taking pictures of events, the building, and staff for use online
- Writing and continually reviewing OCHJS Branding Guidelines and OCHJS Social Media Protocols
- Sharing announcements, calls for applications, media (such as images, recordings, articles), etc. through the Centre's BlueSky, Facebook, Instagram, LinkedIn, and X accounts and growing OCHJS's following
- Advertising Fellows' relevant research, accomplishments, and events through social media and website
- Helping manage OCHJS's Activities Email List in a GDPR-compliant manner and sending out announcements/information through it
- Creating print and online advertisements for events, programmes, etc.
- Soliciting biographical information and photos for website profiles (and creating said profiles on the OCHJS's website) of visiting Academics, Fellows, and staff

3. Database

- Working with OCHJS's developer to continue developing and bettering the Centre's database
- Working with OCHJS's Fellows' Secretary to maintain and organise pre-existing records in the database
- Regularly updating the database with all new data points
- Creating and overseeing database accounts for other OCHJS administrators, and training them on the platform
- Monitoring the archiving old data in line with GDPR requirements
- Creating mailing and invitation lists through the database for the *Annual Report*, events, etc.