

Research Assistant for Writing Peace

JOB DESCRIPTION

Background

The Quill Project at Pembroke College, University of Oxford is designed to help readers understand how the foundational negotiated texts of the modern world have been created, with four main research areas: US constitutional history, the constitution of India, the drafting of the Australian constitution, and the peace process in Northern Ireland (Writing Peace). The work of the project includes the digitization and transcription of archival material, editing, analysing, and modelling the process of negotiation, and communicating the results of that research to a wide variety of audiences. More details about the project can be found at www.quillproject.net.

Dr Conor J. Kelly, the Bingham Early Career Fellow in Constitutional Studies, has received funding from the University's Public and Community Engagement with Research (PCER) fund to bring a number of high profile journalists and commentators to Oxford in order to introduce them to Writing Peace and to discuss the use of archival material in media coverage of the peace process in Northern Ireland. We are seeking a research assistant to provide 30 hours of administrative support for this project.

Role and Responsibilities

The Research Assistant will work closely with Dr Kelly and with Ruth Murray, Deputy Director of Quill, to:

- Get quotations and make bookings for accommodation and travel, keeping to a pre-arranged budget
- Act as a primary point of contact for delegates, providing them with information in a timely fashion, arranging travel, helping with expense claims and other enquiries, and forwarding emails to other members of the project team if required
- Liaise with caterers and venues, gathering information about dietary requirements and final numbers
- Create and edit a short video about the project
- Provide other reasonable support and assistance to the Quill team, as required.

Selection Criteria

Candidates will be judged on the basis of the following minimum requirements and should ensure that their letter of application gives examples of relevant experience which could be drawn from study or voluntary activities:

- Excellent communication skills, both written and verbal
- Flexible and able to respond to unforeseen problems and last-minute changes
- Able to work independently and use own initiative, but also to recognize when it is important to involve other members of the project team
- Attention to detail and ability to process information from multiple sources and tasks
- Competence with standard office software and hardware, e.g. Microsoft Office
- Experience in a customer-facing or similar support role
- Competence in managing a simple budget for an event or project
- Good graphic design skills

The following would be desirable but are not essential:

- Experience of planning an academic event or conference
- Working knowledge of video editing technology
- Current Oxford student or staff member with an SSO

Interviews will be in-person and short-listed candidates who are invited for interview will be asked to take a number of competency tests. Performance in these tests will be part of the selection procedure. Given the short-term, casual nature of the role, expenses for attending interview will not be provided.

Further details

This is a casual position with a salary of **£18.43** per hour (Grade 6.1). We anticipate around 30 hours of work between 1 May and 30 June. Most work can be completed remotely. You must have a right to work in the UK and be available to attend meetings in Oxford if required. You will be employed by the Department of Politics.

To apply, please submit a CV and a covering letter, outlining your suitability for the position, to Ruth Murray (ruth.murray@pmb.ox.ac.uk) by 9am on Wednesday 23 April. Please put the heading 'PCER Research Assistant' in the covering email.

Quill is currently advertising for a separate Events Assistant role through Pembroke (<https://www.pmb.ox.ac.uk/vacancy/quill-events-assistant-casual-work-100-hours-28-april-31-july>). You are welcome to apply for both positions but please submit two separate applications. Please also note the lower hourly rate for the Pembroke role due to different budgets and regulations attached to the two positions.