



**THE BRITISH INSTITUTE FOR THE STUDY OF IRAQ
(Gertrude Bell Memorial)**

www.bisi.ac.uk

Administrative Assistant

(Part-time, c. 60% FTE. Fixed-term 12-month contract):

FURTHER PARTICULARS

About the post

This is an exciting opportunity to be part of a small but dynamic team supporting BISI's mission to advance knowledge of Iraq, its history, society, and culture. The Administrative Assistant will be working closely with the Executive Officer to manage the day-to-day running of the London office and will provide essential administrative and organisational support to BISI's activities in the UK.

We are now looking for a confident, self-motivated Assistant to work alongside the Executive Officer and Visiting Scholarship Coordinator to help manage the growth of the Institute and the increasing workload. As part of the role you will be asked to offer ad hoc assistance to other BISI projects focused on supporting Iraqi academics and institutions, such as events, visa and travel assistance, and book donations.

The ideal candidate should have excellent organisational and communication skills and an evident interest in the history and culture of Iraq. An ability to converse in Arabic is desirable, but not essential.

While some experience in managing projects will be useful, you will receive guidance and line management from the relevant BISI Trustee (s) and the Institute's Executive Officer, whom you will meet with on a regular basis (either over the phone or face-to-face) to discuss progress and any issues. You will also liaise directly with the Visiting Scholarships Coordinator.

Salary: £25,000 per annum, including London allowance.

Hours: This is a part-time, flexible position, which could be worked around post-graduate study. The post is 60% FTE, 24 hours a week. The post can involve evening and weekend work and overnight stays.

Location: The role is mainly home-based, but you will be expected to travel into central London as required for BISI meetings and events.

Contract: It is a fixed term 12 months contract in the first instance, with the potential for permanent term renewal. There is a six-month grace period for mutual review.

Main duties

General Administration

- Maintain accurate digital and physical archives
- Support Committee administrative (scheduling, minute-taking, room bookings)
- Handle invoice processing
- Liaise with external partners and suppliers

Membership and Donor Support

- Maintain and update membership database
- Process member renewals and queries
- Prepare and distribute membership communications

Communication and Outreach

- Assist in the production and publication of BISI's Annual Newsletter
- Assist in the production and publication of BISI's Report and Accounts
- Prepare and send member email updates and event promotions
- Respond to public and media enquiries in a timely and professional manner
- Help maintain the update BISI's website and social media channels
- Design flyers and promotional materials for events and publications

Publications

- Support journal IRAQ production and monograph publications
- Coordinate shipping lists and handle sales/fulfilment with distributors
- Monitor inventory and manage deliveries
- Liaise with publishers, printers, and storage providers
- Assist in handling back orders and maintaining stock records

Events and Lectures:

- Help organise annual lectures, including hybrid and in-person events
- Book venues or online platforms
- Manage registrations and payments
- Coordinate logistics for speakers
- Provide on-the-day support
- Represent BISI at events and manage information and membership stalls

Visiting Scholars Programme:

- Assist with logistical arrangements for visiting scholars
- Visa support, travel and accommodation bookings
- Assist with Orientation and follow-up
- Day-to-day support and coordination of placements
- Assist with arranging per diems for the visiting scholars
- Act as a point of contact for emergencies and queries
- Co-ordinate trips and social outings with volunteers and Council members
- Work with scholars on written reports of their visits and ensure appropriate outputs are forthcoming
- Work with the Scholars and the Visiting Scholarship Coordinator on coverage with social media

Ad hoc duties

Offering support to other BISI projects focused on supporting Iraqi academics and institutions. Duties may include:

- Helping to organise events in the UK or Iraq
- Liaising with Iraqi partners to organise visits by UK scholars to museums and universities in Iraq
- Assisting with visas and travel for UK and Iraqi academics taking part in events or conferences in the UK or Iraq
- Assisting with maintaining a record of the history of the scholarship programme, compiling case studies and photos for all the visiting scholars
- Working on and improving policy documents

Our ideal candidate will have:**Essential:**

- Excellent organisational and time-management skills
- Excellent written and verbal communication skills
- Initiative and the ability to 'think on their feet', especially when faced with last minute changes of plan
- Proficiency in Microsoft Office (Word, Excel, Outlook) and web tools
- Ability to work independently and collaboratively in a small team
- Flexible availability for occasional evening or weekend events

Desirable:

- Knowledge of or a keen interest in the history and culture of Iraq
- Event coordination experience
- Familiarity with academic publishing or charities
- Experience with website editing and social media
- Ability to read, write, and converse in Arabic

BISI values diversity and is committed to equality of opportunity. However, you must be able to demonstrate that you are eligible to live and work in the UK.

How to apply

Your application should consist of a cover letter, CV, and the names and contact details of two referees. Referees will only be contacted for short-listed candidates. Please email your application to a.khadr@thebritishacademy.ac.uk

Application deadline: 9 December 2025

Interviews: January 2026

Start Date: 2 February 2026

Informal inquiries may be made to Ali Khadr, Executive Officer on a.khadr@thebritishacademy.ac.uk

About BISI

The British Institute for the Study of Iraq (Gertrude Bell Memorial) is a charitable organisation which aims to advance research and public education relating to Iraq in the arts, humanities and social sciences from the earliest times until the present. It was established as the British School of Archaeology in Iraq in 1932 to promote, support and undertake research in Iraq and neighbouring countries. BISI is registered with the Charity Commission (1135395) and with Companies House as a company limited by guarantee in England and Wales (6966984).

BISI makes grants to promote and undertake research and public education relating to Iraq and neighbouring countries. The Institute's publications include books on the history and archaeology of Iraq. It publishes the academic journal *IRAQ* and an annual *Newsletter*. The Institute organises and supports a range of events, including lectures and study days, often at the British Academy in London but also elsewhere in the UK. We offer grants to Iraqi scholars to visit the UK to engage in research, training and collaborations with academics and heritage professionals.

BISI is governed by a volunteer Council, mostly of academics with research interests in Iraq, which is elected annually by the members, and which meets in London three times a year. Much of the Institute's work is carried out by several Committees of the Council—currently Outreach, Fieldwork and Research, Fundraising, Finance, Publications, Strategy, Archiving and Digitisation, and Friends of Basrah Museum—which each meet one to three times a year and report to Council. Committees primarily draw their members from Council but may also co-opt other members as they see fit. BISI has a President, currently Dr John Curtis, OBE, FBA, two Vice-Presidents, (currently the Iraqi Ambassador to the UK, and the UK Ambassador to Iraq), and Patrons, currently Sir Terence Clark KBE, CMG, CVO and Ms Maysoon Al Damluji, Cultural Advisor to the Iraqi President.

A full-time Executive Officer (100% FTE, Monday-Friday) looks after the day-to-day running of the Institute, a 20–30% self-employed Financial Controller handles the finances and provides guidance on governance, and a 30-40% self-employed Visiting Scholarships Coordinator manages the Visiting Iraqi Scholarships Programme. The team is supported by a small group of volunteers. The Institute's London office is based at the British Academy. Until March 2009 BISI was funded in part by grant-in-aid from the British Academy. From 2009 until 2023 the BISI continued to receive British Academy administrative support and the use of Academy premises for the BISI office and events and has an association with the [BIRI](#). Since 2023 the British Academy has supported the BISI financially with a grant. The Institute receives its income from its own resources and endowment and currently has over 200 members including many who subscribe to its journal *IRAQ*. That income supports a minimum level of primarily UK-based research, publication and outreach activity.

BISI's collaboration with the Nahrein Network [<http://www.ucl.ac.uk/Nahrein>] came to an end on 31 August 2025. The Nahrein Network partnered with BISI in 2018 and provided financial support for the Visiting Iraqi Scholarship Scheme.