



The British Institute of Persian Studies

مؤسسه ایرانشناسی بریتانیا

British Institute of Persian Studies Junior Assistant Role

Position	Junior Assistant
Salary	£25,000 per annum, pro rata
Contract	Fixed term
Working pattern	Part-time, 3 days per week (0.6 FTE)
Workplace	Hybrid
Employer	The British Institute of Persian Studies, London (www.bips.ac.uk)
Closing date	22 May 2024, 5PM

The British Institute of Persian Studies is currently seeking a part-time, 3 days per week, Junior Assistant to support its work in promoting scholarship and research excellence on all aspects of Iran and the wider Persianate world. The role suits a well organised and methodical person, with an interest in the development of processes. The ideal candidate will be able to work both under supervision and semi-independently when required, will be proactive and enthusiastic and ideally interested in the promotion of the Persianate world, its history and culture.

BIPS is a UK charity and company limited by guarantee. It is also a self-governing membership organisation, in which members are elected to serve on its Governing Council as trustees of the charity and directors of the company. Most Council members are academics in the field of Persianate studies.

Duties of the Junior Assistant

The Junior Assistant will work under the supervision of the BIPS General Manager who will act as their line manager. They will provide support in the following areas: Communication, Outreach, and Administration. It is expected that from time to time the Junior Assistant will be asked to undertake tasks other than those specified above, under the supervision of their line manager.

Communication

Under the supervision of the General Manager and in line with BIPS policies, the Junior Assistant will be responsible for the management of the BIPS social media pages and profiles,



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for the creation of social media contents and graphics, BIPS newsletters, BIPS Student Newsletter and BIRI newsletters.

The Junior Assistant will occasionally interact with the members of BIPS in order to provide assistance with basic queries about membership renewals and subscription to the IRAN journal.

Outreach

In this area, the Junior Assistant will work under the supervision of the General Manager and of the BIPS Outreach Director. The General Manager will be the Assistant's first point of contact.

The Junior Assistant will be responsible for keeping the BIPS website updated. Content for the website will normally be provided, however, on occasion the Junior Assistant will be required to produce content for the webpages.

The Junior Assistant will also provide technical support for the organisation and delivery of the BIPS online events and the subsequent editing and circulation of video and audio recordings and other outputs to the public. Some degree of interaction with speakers invited by BIPS will be required.

The Junior Assistant will be responsible for the promotion of online and in person events mainly through social media and the BIPS website.

Administration and projects

The Junior Assistant will be requested to collect statistical data on event attendance, social media and website reach and impact. They will keep the data updated and will assist with the data collection for reporting to the British Academy.

The Junior Assistant may be required to provide support with the Archive Digitisation projects undertaken by BIPS. This can include data cleaning and preparation for uploading to the BIPS Digitisation Platform.

Required Skills

Essential:

- Proficiency with MS Office 365, specifically Excel and PowerPoint;
- Previous experience of running and streaming webinars;
- Familiarity with Adobe software, in particular Premier Pro, InDesign and Photoshop;
- Ability to work independently with email marketing platforms (such as Mailchimp) and social media management platforms;



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Desirable:

- Previous experience of working at the backend of WordPress websites;
- Interest in archives
- Familiarity with Xero or similar accounting software
- An understanding of the charity and the UK higher education sectors;
- Knowledge of the Persianate world.

How to apply

Please send your CV and covering letter to bips@thebritishacademy.ac.uk.