



BRISMES

British Society for Middle Eastern Studies

British Society for Middle Eastern Studies, 71-75 Shelton Street, Covent Garden, London WC2H

9JQ Tel. +44 (0)207 955 6630

Email: office@brismes.org

Website: www.brismes.ac.uk

JOB TITLE
Conference coordinator
ROLE
<p>The British Society for Middle Eastern Studies (BRISMES) seeks a part-time Conference Coordinator to provide administration for the 2025 BRISMES Annual Conference.</p> <p>The Conference Coordinator will work closely with the BRISMES Manager and the Conference Committee. They will report to José Ciro Martinez, BRISMES Secretary. The Conference will be held at Newcastle University, UK, between 1-3 July, 2025.</p> <p>This is a temporary contract.</p>
DUTIES AND RESPONSIBILITIES
<ul style="list-style-type: none">• First and main point of contact for any inquiries about the conference• Manage the conference website• Coordinate the registration system on OxfordAbstracts• Create the conference schedule• Promote the conference widely to ensure high number of delegates• Liaise with the Newcastle conference and events team• Manage conference volunteers• Promote the publishing exhibition and liaise with publishers• Help with visa applications
SKILLS AND EXPERIENCE
<ul style="list-style-type: none">• Experience of organising events and liaising with multiple stakeholders• Excellent IT skills, including knowledge of Excel• Experience of using social media• Interest in Middle East Studies• Strong people skills and attention to detail
DBS REQUIRED (if applicable)
no
LOCATION
Newcastle - Working from home

The British Society for Middle Eastern Studies is a Company Limited by Guarantee. Registered in England and Wales.

Company Number: 08747770 | Registered Charity Number: 1161206 | VAT Registration Number: 828 5681 90

START DATE AND END DATE <i>(providing a predicted end date/duration if exact end date not known)</i>
As soon as possible
PREDICTED INTERVIEW DATE <i>(if applicable)</i>
As soon as possible
HOURS AND DAYS OF WORK
HOURS: Variable. Anything between 8 and 20 hours per week, depending on the period in the conference organising cycle.
DAYS: flexible
RATE OF PAY
£19
EXPENSES
travel expenses within UK (where necessary)
HEALTH & SAFETY
- Any health and safety risks at the workplace and the steps taken to control them? -Any risk assessments that apply to the role that we should pass on to candidates?
None
DRESS CODE
none
MAIN CONTACT <i>(responsible for approving timesheets)</i>
Rosa Sansone (BRISMES Manager) office@brismes.org
ADDITIONAL APPROVER(S) – <i>in case of Primary approver's absence</i>
José Ciro Martinez (BRISMES Secretary) Waseem Farooq (BRISMES Treasurer)
HOW TO APPLY
Please send cover letter and CV to office@brismes.org by 5 PM (BST) on April 21

The British Society for Middle Eastern Studies is a Company Limited by Guarantee. Registered in England and Wales.

Company Number: 08747770 | Registered Charity Number: 1161206 | VAT Registration Number: 828 5681 90