



EGYPT  
EXPLORATION  
SOCIETY  
FOUNDED IN 1882

## Recruitment pack: Head of Operations







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**Dear candidate,**

Thank you for your interest in joining our team at the Egypt Exploration Society.

Since its founding in 1882, the Egypt Exploration Society has supported and promoted Egyptian cultural heritage – exploring more than 150 sites and monuments, publishing more than 350 volumes of scientific research, and engaging with thousands of people across the world.

Now, we are preparing the EES for its next milestone by taking advantage of the need to make our London premises more accessible for our members and the public, opening up our collections, staging events and exhibitions, and welcoming everyone (and anyone) with an interest in learning more about Egypt's unique cultural heritage.

This is an **exciting and transformative** time for the EES, and we're looking for a Head of Operations to join our Senior Leadership Team. If you're enthusiastic, resourceful, and keen to work closely with our small team to help us achieve our goal of making Egyptology accessible to all, then please consider applying.

The successful applicant will be reliable, forward-thinking and adaptable with proven experience of managing small teams in an office environment. The Head of Operations will play a crucial role in our organisation over the next few years.

We look forward to hearing from you.

Dr Carl Graves  
Director

## About the Egypt Exploration Society

### *Our vision*

A world where the cultural heritage of Egypt is preserved for posterity.

### *Our mission*

To support and promote Egyptian cultural heritage.

### *Our values*

The Society is passionate about preserving Egypt's cultural heritage and supports innovative activities that help achieve this.

### *Our main objectives*

- to advance the education of the public with reference to ancient and medieval Egypt and countries in the same region; and
- to promote art, culture and heritage by raising the knowledge, awareness and understanding of the language, arts, culture, religion and all other matters relating to ancient and medieval Egypt and countries in the same region.

### *Our history*

*'Such is the fate of every Egyptian monument, great or small... every day, more inscriptions are mutilated, more tombs are rifled, more paintings and sculptures are defaced.'*

Amelia Edwards, 1877

Following a visit to Egypt in 1873-4, Amelia B Edwards developed a passion for documenting, exploring and preserving the country's unique heritage. Her legacy, the EES, continues her mission today.

Over the course of our history, we have explored over 150 sites and monuments in Egypt and Sudan, discovered thousands of artefacts, and contributed to the scientific development of British archaeology in Egypt.

We now work closely with the Egyptian government to continue our mission and are the only UK charity to combine archaeological fieldwork in Egypt with a busy publications programme and a unique archive and research library. We rely almost entirely on donations from members and the wider public to fund our work and run an extensive programme of events to convey the results to interested audiences.

At a time when heritage feels more at risk than ever, we remain at the forefront of this endeavour; safeguarding ancient sites, training the next generation of scholars and funding vital research by way of grants and scholarships.

In recognition of our recent achievements, the Society became a British International Research Institute of the British Academy in 2024.



## Future plans

In 2022, we launched plans for the transformation of our London premises to make them accessible, innovative, and sustainable. The [Building the Future campaign](#) has now received support from several grant making organisations alongside our dedicated membership. We now expect to begin work on the building in 2026 and our priorities are to ensure that the necessary funds are available to make this a reality.

In order to secure the necessary funds, a new Head of Operations will work with our Director and Head of Finance to ensure the smooth running of the organisation as staff adapt to working off-site during the building works. They will be responsible for maintaining seamless business operations during the work and supporting key staff and Trustees in delivering their roles.

Though the role is currently advertised as fixed term, we expect that the successful applicant will demonstrate the demand for the role and hope to continue it beyond the Building the Future campaign.

If you're reliable, forward-thinking, and adaptable, then please consider applying. The successful applicant will have proven experience of managing small teams in an office environment and play a crucial role in our organisation over the next few years.



## The role

Reports to: Director

Salary available on application (commensurate with experience)

Contract: FT, three-year fixed term (with the possibility of extension)

Location: The Egypt Exploration Society, 3 Doughty Mews, London, WC1N 2PG\*

Start date: June 2025, or as soon as possible thereafter

\* The Head of Operations will be expected to work from the London Office most days. There will be some possibilities for working from home which can be discussed.

The Egypt Exploration Society has supported and promoted Egyptian cultural heritage since its founding in 1882. Over that time, we have explored more than 150 sites and monuments, and shared the results of this work in more than 350 volumes of scientific research.

We are seeking a reliable, forward-thinking, and adaptable **Head of Operations** to assist the Society's Senior Leadership Team during the [Building the Future Campaign](#) by ensuring the efficient running of the EES London Office, facilitating the meetings of Boards and Committees, overseeing contracts and supplier due diligence, and assisting the Director with HR and administrative tasks.

The Head of Operations will work closely with the Society's Director. If you'd like to join a small but dynamic office team at a transformational time in the Society's history, then please consider applying.

### *Purpose*

- Be responsible for the smooth running of the London Office by managing administration, information, contracts, systems and the premises.
- Provide administrative support to the Director and Board of Trustees.
- Work with the Director to ensure that all policies are implemented and maintained.

The Head of Operations will be expected to carry out additional duties reasonably commensurate with being a member of a small and flexible staff team.

### *Principal Tasks*

- a. Office administration and premises management**
  - Ensure that an efficient system for filing, archiving and backing up all paper and electronic documents is in place and maintained by all users.
  - To maintain a shared calendar of office activities and appointments.
  - To manage the Society's IT and telecommunications facilities and liaise to this effect with the external support team and other service providers as and when necessary.
  - To ensure that all the Society's IT systems are protected from external attacks and maintain a programme of internal training on cybersecurity.
  - To ensure that all essential supplies including stationery, toiletries, refreshments are maintained.
  - To oversee the renewal of office contracts in alignment with plans for redevelopment.
  - To conduct supplier due diligence in line with the Society's procurement policies.
  - To be a core part of the visitor experience team to ensure that all visitors to the Society are welcomed and provided with the services they require and that enquiries are dealt with quickly and efficiently.

- To ensure that the premises including fixtures and fittings and utilities are maintained in good order in keeping with all relevant parts of the Society's policies, and to ensure that all regular and other essential maintenance and inspections are undertaken in a timely manner.
- To review and maintain adequate insurance cover for the Society's premises and activities.
- To ensure that adequate health and safety training and measures are in place (including first aid) for the safe and responsible functioning of the Society and its events.

**b. Secretariat**

- To manage the Director's meeting calendar and provide support where needed.
- To liaise with the Director and Chair of each Committee/Group to arrange the date, time and venue for all meetings giving sufficient notice to all concerned. To create electronic calendar invites for each Zoom/Teams meeting using Google and/or Outlook.
- To circulate all relevant documents to Staff, Board, and/or Committee members at least one week prior to the scheduled meeting.
- To record apologies for absence and attendance and to maintain accurate records thereof.
- To produce concise and accurate records of all Staff, Board, Committee and General Meetings and to ensure they are circulated as soon as possible afterwards and then archived once approved.
- To ensure that records of past meetings and any associated documents are kept in good order and made accessible to those who are eligible.

**c. Grant administration**

- Work with the Director and Research Committee to manage all communications relating to grants, including the advertisement of awards, gathering of applications and references and their circulation to the assessors, communication of decisions to applicants and, for those who are successful, the Society's expectations with regard to the work to be undertaken, reporting etc.
- To be the principal point of contact with grant holders to ensure funds are transferred efficiently, all reports on work undertaken are submitted in a timely manner according to the Society's guidelines.
- To ensure that all the above activities are undertaken in line with the Society's Grant Giving Policy.

**d. HR administration**

- To manage the London Office staff team to ensure that work is carried out according to set targets, deadlines, and action plans.
- To ensure that all employee records, including employment contracts, records of annual leave and other absences etc. are maintained and organised effectively.
- To work with the Director to recruit new employees by drafting role descriptions, collating applications, and inducting new starters.

**e. Policy management**

- To review and update all policies according to current guidance and compliance requirements.
- To update Staff Handbook and Trustee induction packs accordingly.
- To ensure that appropriate training is provided to those responsible for policy implementations and renewed when necessary.
- To ensure that any health and safety, data breach incidents are recorded adequately both on and off the premises and reports provided to the Director as and when appropriate.



### Person Specification

The following is a person specification, based upon the above job description.

Essential	Desirable
Experience of managing an office environment	Experience of working in the non-profit sector
Excellent interpersonal and communication skills – written and oral	Familiarity with use of social media, experience of working with websites, etc.
Proven ability to work well within a team	Knowledge of the field of Egyptology and its main practitioners
Excellent IT skills	Member of the EES (past or present)
Self-motivated, organised and able to prioritise	
Flexible, adaptable, and enthusiastic	
Proven ability to work with tight deadlines	





## How to apply

Visit our website and download the application form. Send your completed application form to [application@ees.ac.uk](mailto:application@ees.ac.uk) no later than **17:00 (GMT) on Friday 2<sup>nd</sup> May 2025**. Do not include a covering letter or a CV as only the form will be considered by the selection panel. If you would like to discuss the post further on an informal basis, please contact the Director, Dr Carl Graves: [application@ees.ac.uk](mailto:application@ees.ac.uk).

Applicants are also encouraged to complete and return our Equal Opportunities Monitoring Form with their application to enable us to monitor our recruitment process in relation to our equal opportunities policy.

Interviews for shortlisted candidates will be held on Zoom in the week commencing **Monday 12<sup>th</sup> May 2025**. The successful applicant would commence their role in June 2025, or as soon as possible thereafter.

Find out more at: [www.ees.ac.uk](http://www.ees.ac.uk).

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