

JOB DESCRIPTION

1. JOB IDENTIFICATION

Job title: Logistics and Maintenance Coordinator

Job type: Temporary position (one year, renewable)

Salary range: £23,873– 25,200 gross per year (37.5 hours per week)

Deadline for applications: 20/11/2025

Start date: 1st December 2025 if possible

GENERAL INFORMATION

Location: Maison Française d'Oxford (MFO), 2-10 Norham Road, Oxford OX2 6SE

Line manager: Director of the MFO, Prof. Van Damme Stéphane

The MFO is a research centre and a Franco-British cultural centre, which is a body of the University of Oxford, which welcomes researchers and regularly organises scientific and cultural events. The position is part of a multidisciplinary team.

The Maison Française d'Oxford is located in two buildings, with 11 rooms and 7 flats.

2. SUMMARY OF POSITION AND REQUIRED SKILLS

Context

The position as Logistics and Maintenance Coordinator is essential to the smooth daily running of the MFO. He/she will provide material and logistical support for the activities, working closely with the administrative team.

Mission

Ensuring day-to-day logistics operations, the maintenance of the premises, and providing support for the events organised by the MFO.

Key responsibilities

- Ensuring that the equipment (lights, heating, boiler, fire alarm) is in working order.
- Working with the Director to assign larger jobs to contractors and following up on them
- Performing minor repairs (plumbing, changing light bulbs)
- Handling and carrying small equipment.

- Being responsible for the keys to the various buildings and rooms
- Ensuring the cleaning and maintenance of common areas and spaces
- Providing logistical support for events organised by the MFO, in conjunction with the Programme and Outreach Officer
- Preparing conference rooms for events (room layout, ordering meals, and preparing tea and coffee).
- Handling day-to-day purchasing along with the Finance and Accounting Officer
- Helping to manage stocks and storing equipment
- Conducting check-in and check-out inspections for residents

Other duties

- Undertaking any necessary training identified
- Complying with health and safety regulations
- Participating in a regular annual review
- Any other duties that may be required from time to time commensurate with the grade of the job

The Maison Française reserves the right to make reasonable amendments to the job description in consultation with the post-holder at any time.

Skills and requirements

Knowledge

- Knowledge of emergency procedures and First Aid
- Awareness of basic maintenance to assess health and safety aspects of premises
- Knowledge of rules related to carrying and the security of the building
- Basic knowledge in the maintenance of the premises (plumbing, painting, electricity)
- Understanding the purchasing and logistics procedures

Know-how

- Knowing how to plan and comply with deadlines
- Using basic tools (trolley, cleaning equipment, etc.)

- Communicating effectively with the team and with suppliers and service providers (works)
- Knowing how to manage priorities

The successful candidate will be:

- Service-oriented
- Independent and thorough
- A team player

3. WORK ENVIRONMENT

Working conditions:

- Position based at the MFO (Oxford)
- Fixed hours with the possibility of occasional adjustments during events
- Lifting of light to moderate loads
- Protective equipment provided as needed

Resources provided:

- Cleaning and handling equipment
- Access to IT tools for orders and logistics management

Key contacts:

- Director of the MFO
- Finance and Accounting Officer
- Programme and Outreach Manager
- Academic and Administrative Officer
- Academics and students living at the MFO

How to apply

Please send a CV and a supporting statement to secretary@mfo.ac.uk by 20 November. The supporting statement should explain your relevant experience and training in a field relevant to the position. Please also include the names and contact details of two recent employers, who can be contacted for reference.