



Job Description: Administrative Officer

Reports to: OJC Operations Manager

Location: Fully remote within UK

Hours: Full-time

Contract: Permanent

Salary: £33,000 to £37,000 depending on experience.

The Open Journals Collective (OJC) is looking to appoint an Administrative Officer to support the Executive Team running this exciting new organisation.

We are looking for someone who is passionate about working in open access publishing and enjoys working with international stakeholders. The role will involve working closely with the Operations Manager and Library Engagement Lead as the Open Journals Collective transitions from a Community Interest Company to a UK-based charity. You will provide flexible support to the administrative and communication workstreams across the organisation, responding to changing priorities and emerging needs. The role will also involve active contribution to the continuous improvement of organisational processes, documentation, and service delivery.

We are looking for someone to support engagement work remotely in the UK. The successful candidate can start from 11th January 2027, or as soon practicable thereafter. This position is permanent.

Closing date: Thursday 5th November 2026 (12:00 midday GMT).

Interviews w/c 16th and 23rd November 2026.

About the Open Journals Collective

The Open Journals Collective (OJC) is an international collective of scholars, libraries, university presses and non-profit academic publishers working together to build a more sustainable, equitable and community-led future for scholarly publishing.

OJC supports diamond open access publishing, ensuring that academic research is freely available to read and publish, without paywalls or author fees. By bringing libraries, publishers and research communities together, OJC aims to strengthen the long-term sustainability of academic journals and challenge profit-driven models of scholarly communication.

We are a growing organisation with an ambitious mission and a diverse international community. We are looking for a highly organised, proactive and digitally confident Professional Administrator to help ensure that our administrative systems, communications and day-to-day operations run smoothly and effectively.

About the role

The Administrative Officer will provide essential administrative and communications support to OJC's Operations Manager and Library Engagement Lead, helping the organisation deliver its engagement, membership and operational activities efficiently.

This is a varied role combining stakeholder communications, digital communications, data and database management, financial administration and general organisational support. The successful candidate will take responsibility for a range of recurring administrative processes, manage delegated tasks independently, and help develop efficient and reliable systems as OJC continues to grow.

A particular focus of the role will be the effective and ethical use of artificial intelligence (AI) and digital tools to improve administrative workflows, maintain accurate records and reduce repetitive work. We are looking for someone who can apply these tools thoughtfully and practically, using their own judgement to ensure that information remains accurate, secure and fit for purpose.

The role will suit an experienced administrator who enjoys bringing order to complex information, communicating professionally with a wide range of people, and finding better ways of working in a collaborative, mission-driven organisation. Someone who can maintain a professional, helpful and responsive approach when dealing with colleagues and external stakeholders representing our global membership.

Key responsibilities

1. Operational Support (approx. 50% of the role)

Working closely with the Operations Manager:

- Support communications with OJC's publishing members, journal teams and other stakeholders, ensuring that requests, updates and follow-up actions are handled promptly and professionally. Maintain organised records of correspondence, tasks, decisions, deadlines and outstanding actions.
- Collect, collate, check and maintain operational data, ensuring that records are complete, consistent and up to date. Maintain internal databases, spreadsheets, document repositories and administrative systems.
- Assist with the preparation of reports, summaries, mailing lists and other information required for OJC's operational planning and management.
- Identify opportunities to streamline administrative processes, improve documentation and establish more efficient ways of working including the management and refinement of AI workflows.
- Help establish clear and repeatable processes for administrative tasks, documenting workflows and sharing good practice with colleagues. Contribute to the continuous improvement of OJC's administrative systems and ways of working.
- Provide administrative support for meetings, events, projects and other organisational activities as required.
- Handle personal, confidential and organisational information responsibly, following applicable data protection requirements and OJC policies.
- Undertake other reasonable administrative duties consistent with the purpose and level of the role.

2. Library Engagement and Communications (approx. 35% of the role)

Working closely with the Library Engagement Lead:

- Support email communications and outreach to university librarians, library directors, scholarly communications specialists and other prospective and existing library members. Prepare, format and proofread emails, correspondence, briefing materials, presentations and follow-up communications.
- Assist with coordinating outreach campaigns, meetings, events and other library engagement activities. Support the preparation, editing and distribution of communications materials, announcements and other digital content.
- Contribute to the management of OJC's website, social media channels and newsletter, including planning, scheduling and preparing content, sharing organisational news and activities, and maintaining a consistent and professional online presence.
- Ensure that communications are accurate, accessible, consistent with OJC's values and appropriate for an international academic and publishing community.
- Monitor engagement with communications channels and help maintain records of relevant engagement and performance data.

- Manage the general contact us email inbox, triage incoming enquiries, respond to routine queries where appropriate and forward other enquiries to the relevant colleague.
- Maintain accurate contact databases and records of outreach activity, correspondence, responses and follow-up actions.

3. Data Management and Workflow Development (approx. 15% of the role)

A key part of this role will be to improve the quality, usability and efficiency of OJC's administrative information and systems.

- Maintain and improve databases and spreadsheets relating to libraries, publishing members, journals, contacts and organisational activities. Develop efficient workflows for collecting, checking, updating and retrieving information.
- Use AI tools, alongside appropriate data-management skills, to identify duplicate or inconsistent records, standardise information, improve data quality and support data enrichment.
- Appraise the need for AI use within the organisation and explore alternative workflows utilising macros, scripting and other programming languages.
- Support the relevant payment processes for journal funding. Liaise with the Operations Manager, journal contacts and accountant as required to resolve administrative queries and support timely processing. Maintain clear records of submitted claims, approval status, outstanding queries and items referred for further review.
- Contribute to the development of bespoke platforms for funding, community engagement and data reporting currently under development by OJC and contracted partners. Provide expert input around harnessing and ethically applying AI to reduce the weight of laborious and repetitive tasks.

We are particularly interested in candidates who can demonstrate how they have used AI or other forms of automation in practice to improve administrative efficiency, rather than simply expressing an interest in emerging technologies.

Person specification

Essential criteria

The successful candidate will demonstrate:

- Proven administrative experience: A strong track record of organising and delivering administration for an organisation, including managing competing priorities, maintaining reliable records and ensuring that routine processes run smoothly.
- Excellent organisational or project management skills: The ability to plan work independently, manage deadlines, follow up outstanding actions and maintain clear, systematic records.
- Practical AI or coding and automation experience: Demonstrable experience using AI tools to improve databases, refine information, streamline workflows

or make administrative tasks more efficient. Or achieving similar results using macros, coding or other forms of automation.

- Strong digital and data skills: Confidence working with spreadsheets, databases, email platforms and online administrative systems, with the ability to identify and correct inconsistencies in data.
- Excellent written communication: The ability to draft clear, accurate and professional correspondence and adapt communications to different audiences. Experience managing social media channels and preparing newsletters using digital communications platforms
- Attention to detail: A careful and methodical approach to data entry, record-keeping, communications and financial administration.
- Sound judgement and discretion: The ability to handle confidential information responsibly, recognise when an issue requires escalation and apply appropriate checks before taking action.
- Initiative and problem-solving: The ability to work independently, anticipate administrative needs and suggest practical improvements to existing processes.
- Experience supporting invoice processing, expense claims, payment platforms or other financial administration.

Desirable criteria

Our ideal candidate will also:

- Have an understanding of academic and research contexts or of academic journal publishing.

Personal attributes

We are looking for someone who is:

- Proactive, dependable and comfortable taking ownership of routine administrative responsibilities.
- Enjoys creative collaborative working as part of a small, dynamic and fast-paced team.
- Curious about technology and motivated to find smarter, more effective ways of working.
- Meticulous about accuracy but pragmatic about getting things done.
- Comfortable switching between communications, data management and operational tasks.
- Professional and approachable when dealing with colleagues and external contacts.
- Adaptable, collaborative and enthusiastic about contributing to a growing organisation.

What we offer

This is an opportunity to play an important practical role in a growing organisation working to make scholarly publishing more equitable and sustainable. We value initiative, collaboration, continuous improvement and the thoughtful use of technology. The successful candidate will have opportunities to contribute ideas, improve processes and develop their skills as the organisation evolves.

The Administrative Officer will work closely with OJC's Library Engagement Lead and Operations Manager, gain insight into an international network of academic libraries and non-profit publishers, and help shape the administrative systems that support OJC's work.

Salary, term & benefits

- £33,000 to £37,000 depending on experience.
- Start date: 11th January 2027, or as soon as practicable thereafter.
- Permanent position.
- Full time.
- UK based but fully remote; OJC has no physical office location.
- 25 days annual leave per year, plus national holidays.
- A working pattern that is flexible and primarily remote.
- Option to join a workplace pension scheme.

How to apply

Open Journals Collective is committed to building diverse teams with people from a range of backgrounds. Equity, inclusion and diversity are core values for us and the communities we support. We welcome applications from members of underrepresented groups and can support family-friendly and flexible working policies.

Applicants are invited to send a cover letter (2 to 3 pages) and CV to jobs@openjournalscollective.org. Questions relating to the role can also be directed to this address.

Please submit a CV and a supporting statement detailing point by point how your experience meets the criteria in the Person Specification. In your CV, please include the name and email address of two individuals who could provide a reference. These would only be contacted with your consent if you were invited to interview.

Your supporting statement should include specific examples of how you have organised administration for an organisation and used AI or other digital tools to improve administrative processes, data quality or database management. Applications will be assessed on the degree to which your profile aligns with each of the essential and (if relevant) the desirable skills/experience we are looking for. You should therefore clearly address these criteria in your cover letter and/or CV, as relevant.

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