



EGYPT
EXPLORATION
SOCIETY
FOUNDED IN 1882

Recruitment pack: Country Director, Cairo Office





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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, the Society is looking to strategically expand its operations in Egypt from its Office in the British Council. We will build a hub to support and facilitate ground-breaking research, provide education and training to the next generation of scholars, maintain current partnerships and shape new ones, and engage with diverse, interested, inspiring communities in Egypt.

This is an **exciting and transformative** time for the EES, and we're looking for a Country Director to join our Senior Leadership Team. If you're enthusiastic, strategic, forward-thinking, and keen to embrace and implement change, then please consider applying. This is an opportunity to lead the EES Cairo Office and play a fundamental role in supporting Egyptian cultural heritage.

The successful applicant will be a respected researcher with experience of working in Egypt, knowledge about the UK non-profit sector and current funding opportunities, as well as sensitive and adaptable to a rapidly moving organisation. The Country Director will represent the EES in Egypt in the Director's absence and, as such, will play a critical role in delivering the Society's charitable mission over the next three 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. As a BIRI, the Society is an active partner in a network spanning the Mediterranean and southwest Asia, northern and eastern Africa. The Society's Cairo Office is situated between these Institutions and will become a hub for this international, multidisciplinary research community.



Business Plan, 2025-30

In 2025, the Society embarked on an ambitious Business Plan. Between 2025 and 2030 we aim:

1. To make the EES' high-quality facilities and programmes a world-class destination for engaging diverse audiences with Egyptian cultural heritage through:
 - a. a varied and accessible programme of online courses and Digital Resources providing educational content for interested audiences.
 - b. an inclusive Learning Hub for Egyptian cultural heritage at our London premises providing access to our collections for researchers, alongside displays, a lending library, and social space for EES members.
 - c. providing impactful training and skills for the next generation of scholars.
2. To be the centre of a UK-wide research network for projects focusing on the heritage of Egypt.
3. To pioneer a sustainable method for sharing research in-print and/or online.

The Country Director role is critical for the success of these goals, particularly number 2. By facilitating UK research projects in Egypt, networking with local stakeholders, and reporting progress to the Board, supporters, and British Academy, we will ensure that the EES remains the leading UK charity supporting and promoting Egyptian cultural heritage.



The role

Reports to: Director

Level: Senior Leadership

Salary: Commensurate with experience and location

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

Location: The Egypt Exploration Society, British Council, Agouza, Cairo*

Start date: January 2026

* The Country Director will be expected to work from the EES Cairo Office most days, with some opportunities for remote working. Travel to London for work meetings will also be expected from time to time.

Purpose

- Be responsible for creating and implementing a strategic Business Plan for the EES Cairo Office
- Represent the Society in Egypt in the Director's absence
- Responsible for the efficient and professional running of the EES Cairo Office including maintaining working relationships with major stakeholders in Egypt

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

Principal Tasks

Please note that some of the following tasks may be carried out by external contractors or supporting staff (to be determined by the successful candidate) but remain the responsibility of the Country Director.

a. Strategic development

- Explore the formal establishment of the EES as a legal entity in Egypt by identifying and working with external advisors (legal, financial, etc.).
- Attend online quarterly Board meetings, and other governance meetings as appropriate
- Working closely with the Director to develop the EES Cairo Office and research programme strategies
- To receive copies of the Society's publications and to distribute them to colleagues as required.

b. Research management

- Applying for and managing grants to support EES research activities, including those from the British Academy and any other appropriate grant funder.
- Facilitating EES researchers including conducting due diligence on suppliers, booking hotels/transport/event venues, organising events/conferences/workshops.
- To manage the Society's field equipment by:
 - Maintaining the Society's inventory of specialist field equipment kept in Cairo (currently at the Society's office and in secure storage at the British Embassy).
 - Ensuring that it is stored securely and in suitable conditions when not in use.
 - Maintaining a diary for the loan of equipment to enable Project Directors to plan effectively for its use and to ensure that items are removed and returned in a timely fashion.
 - Maintaining a record of loans including notes on condition and state of repair.

- Arranging for all necessary maintenance and repairs to be undertaken in a timely fashion in between seasons so as not to delay or disrupt its use.
- Liaising with the London Office to ensure that all equipment is suitably insured.
- Making equipment available to non-EES-supported researchers when it is not required by EES-supported teams, and to check that they have paid a deposit and fee (to be arranged with the London Office) in each case.
- To maintain records of any additional property belonging to the Society and not kept in Cairo and to ensure it is kept securely and in good condition.
- Following successful completion of the probationary period, the Director may, at their discretion, grant up to 3 months paid research leave per year to work on an EES-affiliated project (subject to core tasks being completed/maintained). The Society's support in the project must be acknowledged publicly.

c. Office management

- Oversee day-to-day running of the EES Cairo Office
- Ensure that adequate insurance is in place for activities organised by the Cairo Office
- Work with the Head of Operations to ensure that adequate security is in place for items stored and managed by the Cairo Office, including cyber security.
- Work with the Head of Operations to ensure that appropriate policies are in place to safeguard staff and visitors at all times.
- Manage a small team of support staff, external consultants, and researchers using the EES Cairo Office.
- Organise a regular event programme that is advertised at least a month in advance.
Including:
 - Public lectures
 - Education and training events for local stakeholders and students

d. Communications

- Responsible for building the profile of the EES in Egypt and representing the Society when the Director is unavailable.
- To liaise with the Society's Engagement Manager in the London Office to ensure that events and notices are communicated via the central system to supporters.
- Provide timely reports on activities to the EES website and other communication channels
- Maintain strong working relationships with stakeholders in Egypt including the Ministry of Tourism and Antiquities, British Embassy, British Council, heritage organisations and institutions, universities, and museums, etc.

e. Finance management

- To maintain the Society's bank accounts in Egypt and to keep accounts of payments made and received.
- To manage a limited budget covering the Cairo Office activities, including income from ticket sales, and expenditure from travel, room bookings, speaker fees, etc. The London Office should be alerted of any overspend as soon as possible.
- To provide detailed reports on the Society's finances to the Head of Finance in the London Office in a timely manner (at least quarterly) and in advance of the meeting of the Finance Committee.
- To ensure that all working practices in the Cairo Office are in line with British Council regulations for Health and Safety.

Person Specification

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

Essential	Desirable
Qualified to a <u>minimum</u> of Master's level (i.e. MA, MPhil, MRes, PhD, DPhil, etc.) in a relevant discipline	Familiarity with use of social media, experience of working with websites, etc.
Proficiency in written and oral communication in English.	Knowledge of the field of Egyptology and its main practitioners
Proficiency in written and oral communication in Arabic.	Recognisable profile in Egyptian heritage (i.e. through a publication record, media, networks, previous work, etc.)
Experience of managing a small team in a non-profit setting.	Member of the EES (past or present)
Experience of managing an office environment	
Demonstrable experience of successfully applying for international research grants	
Excellent IT skills	
Self-motivated, organised and able to prioritise	
Flexible and enthusiastic	
Cultural sensitivity	



How to apply

Visit our website and download the application form. Send your completed application form to application@ees.ac.uk no later than **17:00 (GMT) on Friday 31st October 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.

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.

Shortlisted candidates will be invited to present a short presentation over Zoom in the week commencing **Monday 10th November 2025**. The 5-minute presentation should demonstrate your previous experience and strategic vision for the future of EES support in Egypt.

If necessary, candidates may be invited to a formal interview to discuss your vision and skills and invite you to ask your own questions. The successful applicant would ideally commence their role in January 2026, or as soon as possible thereafter.

Find out more at: www.ees.ac.uk.

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