

Academic Administrator

This post is responsible for offering efficient administrative support within the Academic Leadership team in one of the most exciting theological institutions in the UK. This post will be responsible for the delivery of timetable administration for programmes delivered nationally across our different teaching centres, administration related to learning resources, supporting the academic administrative functions of the college, providing administrative support to the Academic Dean to enable their effective delivery of duties, and supporting the wider work of the Academic Leadership team. Reliability, attention to detail, communications skills, and an ability to prioritise are essential attributes of the role. This role should strive to provide excellence in administration delivered with warmth, accuracy, generosity, and flexibility.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

KEY TASKS

Timetable Administration

- Assist the Academic Dean with the delivery of the Academic Timetable, including:
 - Administrative responsibility for programme timetabling across the national college, liaising with centre staff as relevant
 - Draft and maintain teaching timetables for all programmes at all centres, including Residentials and Teaching Weeks
 - Work with Module Leaders, Academic Dean, Head of Teaching & Learning and Head of Research to populate timetables with session titles and assign teaching staff
 - Create and upload student-facing timetables to the College's VLE according to student programme and ministry pathway
 - Ensure that all new external speakers have been approved by the Dean and adhere to the College's duties under PREVENT
- Drafting invitations or communicating directly with external speakers to find mutually agreeable teaching dates and acting as liaison up to the point of an agreed teaching date
- Review spend for speaker honorariums and ensure best use of resources in consultation with the Head of Operations
- Coordination of The Forge afternoon programmes under the oversight of Centre Directors, with particular administrative responsibility for the London Monday programme
- Monitor staff loading and provide data for Executive and Senior Team
- Administrative support for project work related to the adoption of timetabling software and its use by the college
- Administrative support for modules taught by external speakers, specifically the Exploring Leadership in Theology & Mission module. This includes:
 - Primary liaison with external speakers,
 - Allocation of students to chosen options
 - Ensure pre-reading and work is available in advance for all students
 - Any other administrative support required by the relevant module leaders

Learning Resources and Heritage Administration

- Support the Lead Tutor for Learning Resources in administrating library management platforms, including but not limited to:
 - Point-person for Heritage Library and digital Learning Resources platform
 - Liaison with Heritage support team and named person in our Heritage account
 - Effectively manage print holdings via Heritage
 - Troubleshooting issues as they arise
 - Working with Registry Administrator in administrating the annual Heritage enrolment.
 - Undergo training as necessary
- Member of Learning Resources Team
- Explore ways to improve student experience in relation to print resources in liaison with Lead Tutor for Learning Resources

Academic Administration

- Administrative Support for the Academic Dean, including but not limited to:
 - Diary Management
 - Booking Travel
 - Processing Expenses
 - Support in preparation for teaching and research
- Administrative support for the wider Academic Leadership team, as required. This includes but is not limited to:
 - Administration of PhD partnership(s)
 - Scheduling and minuting of Programme Reviews and other meetings as needed
 - Preparation of documentation for Academic Working Group and related review meetings

Other Responsibilities

- Assisting with hospitality of students on Teaching days and Teaching Weeks by serving during coffee or mealtimes
- Attending all meetings of the Local centre and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, and HTB Group Staff Meetings
- Minute-taking, as required
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)
- Administrate and attend one residential training weekend per year, for which time off in lieu will be given
- Work in connection with the wider administration team on special projects
- Supporting SMC-related activities, general administrative duties, and other tasks, as required

This list is not exhaustive and additional duties may be needed as deemed appropriate by management.

KEY COMPETENCIES

- Building on the foundations of and in the same spirit as the ministry of HTB & Alpha; a passion for theology in helping transform people's minds, lives, and society.
- A committed and professional approach to helping build the Centre
- An enthusiasm for co-ordinating, organising and administration
- Customer service driven – a servanthood approach
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable, and proactive team player
- Excellent people and telephone skills

- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint, and Excel.

WORKING ENVIRONMENT

We are outward-looking, prayerful, keen to serve the mission of the church and striving for excellence in everything we do. Our approach is to be audacious, unified, generous, humble, and tenacious. We seek to be professional at all times, taking God seriously but not ourselves. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

St Mellitus College has a vision for theologically confident and committed followers of Jesus in every church. The College was founded to offer theological education and training set in the context of prayer and worship that combines academic excellence, a focus on missional leadership, the shaping of Christian character, and the flexibility to fit around busy lifestyles. Core to the college's values is a commitment to unity, and the college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. St Mellitus College was borne out of a new vision for theological training and formation, and out of a spirit of partnership. It was founded by the Bishops of London and Chelmsford, in partnership with St Paul's Theological Centre (Holy Trinity Brompton) and SPTC remains a constituent part of the college and a core founding partner. The development of teaching centres has always been undertaken at the invitation of the local Bishops and in partnership with those local dioceses, responding to local missional contexts and needs, whilst having a rich broad vision for the whole church across the nation.

JOB REQUIREMENTS AND BENEFITS

- This is a full-time position
- This is a fixed-term contract until 1st April 2024
- The employer will be St Paul's Theological Centre (SPTC), a constituent part of St Mellitus College and part of the htb Group.
- Five weeks' holiday per annum: holidays will usually be granted around term times.
- There is a 6-month probationary period.
- Salary: £23-25k (per annum) depending on experience