

St Mellitus College

Academic Coordinator/Senior Coordinator/Manager

St Mellitus College (SMC) was formed in 2007 by the Bishops of London and Chelmsford. It delivers part-time and full-time context-based training in theology and ministry, preparing students for ordained, Reader (LLM) and lay ministries in the Church of England, and for leadership in other churches. In 2013, St Mellitus College, North West was launched, in partnership with five dioceses in the NW of England. This year St Mellitus College, South West is being launched in partnership with the dioceses of Exeter and Truro. SMC Teaching therefore takes place in four venues: St Matthias in Plymouth (Tuesdays), St Jude's in Earl's Court (on Mondays and Tuesday evenings), Chelmsford Cathedral (Thursday evenings), and Liverpool Cathedral (Mondays).

St Mellitus College is dedicated to providing theology in the context of worship, unity and mission, helping Christians explore their faith more deeply, combining academic excellence, a focus on missional leadership, and the flexibility to fit around busy lifestyles

The purpose of the role is to support the Academic Working Group in the maintenance of academic standards as well as the enhancement of student learning and the student experience.

KEY RESPONSIBILITIES

The **Academic Coordinator/Senior Coordinator/Manager** assists the Academic Working Group in the following areas:

Quality Assurance

- Coordinate and deliver the annual review processes for higher education programmes, including drafting reports for external review bodies, collecting relevant evidence, and coordinating on-site visits
- Monitor changes to regulation requirements of external review bodies, attending consultations and training events when necessary
- Work with the Academic Working Group to ensure SMC working practices, policies, procedures, and delivery of programmes comply with external bodies and accrediting institutions
- Ensure College adherence to Master Review Cycle, including annual review of Module Guides and Student Handbook on Moodle
- Oversee internal student feedback processes, manage collection of student feedback and conduct data analysis for discussion by the Academic Working Group, Management Team and student-staff committees
- Coordinate the peer review process, including preparation of an annual summative report for discussion at the Annual Programme Review
- Oversee and coordinate student participation in the annual National Student Survey, including analysing results for discussion by staff and students

- Oversee and coordinate College participation in Teaching Excellence Framework

Data Management & Analysis

- Oversight and management of College student database
- Oversight of the college's annual data returns to relevant Higher Education bodies (HESA, HEFCE, HEAPES, DLHE and CLA), including data entry
- Responsibility for data returns pertaining to student enrolment, registration changes, and concession processes with the College's accrediting Universities
- Collection and analysis of module evaluation data for discussion at Board of Studies, Exam Board and the Academic Working Group
- Ensure College's collection, management and storage of data is compliant with the General Data Protection Regulation

Administrative Support

- Minute secretary for the Academic Working Group
- Minute secretary for the Assessment Boards
- General administrative support for the Academic Director and Director of Education

ESSENTIAL AND DESIRABLE SKILLS

- 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
- An innovative, creative and professional approach to ensuring standards are being met
- An enthusiasm for organising and administration with an attention to detail
- Ability to prioritise and co-ordinate workload, manage long-term projects, and work independently
- Flexible, reliable and proactive team player
- Excellent IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint and Excel
- Problem solving and troubleshooting
- Ability to write clearly for a range of external audiences
- Able to collect and analyse data with rigour as well as communicate results to aid strategic decision-making
- Experience of working within UK Higher Education and understanding of regulation requirements

WORKING ENVIRONMENT

We have a fast-paced working environment where we strive for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. SMC is an exciting and challenging place to work and is full of variety. A can do environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

EXPECTATIONS

- Monday to Friday: hours 9.30am – 5.30pm.
- 25 days holiday a year: please note term times, holidays will usually be granted around these and/or half-terms.
- Attend HTB Staff Meetings on Tuesday mornings at 9.30am and SPTC/SMC Management & Staff Meetings on Thursdays.
- Available to work at other events which could include Christmas services, Easter services and Annual Parish Church meetings when required for which time off in lieu will be granted in accordance with our 'Managing time' policy available on the intranet.

We offer a variety of benefits including pension, childcare vouchers, season ticket loan, bike scheme and a number of discounts to local providers

APPLICATIONS

If you are interested in this post, please email tilly.bacon@stmellitus.ac.uk

Please send in:

- A full Curriculum Vitae
- A brief letter outlining your reasons for applying for this post, and what you believe you could offer St Mellitus College.