

St Mellitus College

North West Operations Officer

0.6 FTE

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: Liverpool Cathedral (Mondays), St Jude's in Earl's Court (on Mondays and Tuesday evenings), St Matthias in Plymouth (Tuesdays), and Chelmsford Cathedral (Thursday evenings).

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 NW Operations Officer will report directly to the NW Tutor but also link in with the Centre Director and Director of College Operations, and is ultimately responsible to the Dean of SMC. The purposes of the role are to manage the operations and admissions for the NW centre, enhance the administrative systems in the NW, and line manage the NW Administrator.

This post is for the employment of a part-time Officer, ideally 0.6 FTE, starting Easter 2018.

LIAISING WITH

- The St Mellitus College staff, and staff at Liverpool Cathedral
- Students, speakers, lecturers, the Dioceses of Carlisle, Chester, Blackburn, Manchester, and Liverpool, churches of all denominations in the North West, general enquiries about St Mellitus College NW

ESSENTIAL SKILLS

Building on the foundations of and in the same spirit as St Mellitus College; a passion for theology in helping transform people's minds, lives and society.

- An innovative, creative approach to enhancing systems and processes
- An enthusiasm for organising and administration
- Excellent interpersonal skills – a servanthood approach
- Ability to prioritise and co-ordinate workloads
- Flexible, reliable self-starter
- Excellent people management and telephone skills

- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint and Excel. Experience with Course Management Systems would be helpful
- Project management experience
- Good time management

KEY RESPONSIBILITIES

ADMISSIONS

- Overseeing NW student admissions in line with QAA requirements
- Oversight of Open Days in the NW
- Reviewing applications and making recommendations on inviting to interviews
- Monitoring the admissions database
- Evaluating references
- Issuing responses / offers to prospective students by letter / email
- Liaising with Diocesan and national Church of England staff and other outside agencies
- Managing NW student induction
- Providing telephone and email support advising prospective students about our programmes
- Point person for NW admissions

PROGRAMMES

- Coordinating with London regarding the Bishops Reports process for the NW
- Liaising with NW Academic Tutor regarding timetabling
- Oversight of delivery of programme and centre logistics
- Oversight of Supervisor Days

HR

- Line managing the NW Administrator
- Creating and implementing a thorough induction process, ensuring parity with London centre
- Administering NW staff interviews
- Liaising with Director of College Operations to ensure NW staff appraisals are conducted in a timely manner

FINANCE

- Understanding the NW budget and ensuring no overspend
- Clearing non-budgeted expenditure with the Bursar
- Conducting the credit card reconciliation
- Chasing unpaid NW student invoices

MARKETING AND COMMUNICATIONS

- Ensuring NW-related information is correct on the website, informing the Media and Communications Manager where changes need to be made
- Liaising with the Media and Communications Manager re: marketing material and branding
- Researching location of targets
- Mailing letters and publicity material to targets
- Sourcing contacts in local dioceses re: bulletins, Area Deans etc.
- Contributing relevant NW information to college-wide newsletters and social media

OPERATIONS

- NW Health and Safety Officer, ensuring compliance with health and safety procedures, coordinating first aid training, fire marshal training
- Reviewing NW teaching, office, library and social facilities, feeding in information to the Bursar which may impact the budget
- Reporting any building issues to NW Cathedral staff
- Liaising with the Bursar regarding insurance

OTHER RESPONSIBILITIES

GENERAL ADMIN

- Liaising with Director of College Operations regarding NW Formation Groups
- Coordinating staff attendance at NW students' ordinations
- Cathedral relationship (shared with the Director of SMCNW)
- Organising SMCNW Advisory Board meetings
- Oversight of college events
- Providing general office support as a shared responsibility of administrative team members
- Supporting SMC events and related activities as required. E.g. Graduation and occasional Evening Lectures
- Undertaking such other duties appropriate to the post as may be assigned by the NW Tutor or Director of College Operations as changes necessitate
- Linking in with administrative structures and staff on other St Mellitus campuses

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

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.

JOB REQUIREMENTS AND BENEFITS

- This is a part-time position (0.6fte)
- Core Working hours: Mondays 8.00am-5:30pm with participation in Thursday staff meetings during term time
- 5 weeks' holiday, pro-rata. Please note term times, as holidays will usually be granted around these and /or half-terms
- There is a 6-month probationary period
- Pension: Employees become eligible to join the pension scheme after three months of service
- Salary: £24,000 pa pro rata (negotiable, depending on experience)
- Usual place of work: Liverpool Cathedral

APPLICATIONS

If you are interested in this post, please email info@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.