Academic Registrar: Position Description

This is a post for someone who shares our vision and excitement for preparing women and men, ordained and lay, for ministry in the contemporary and future Christian church.

Hours: 30 Hours, 0.8fte (hours are negotiable over four or five days between 8am to 6pm)

Line Manager: Revd Dr Alexander Jensen (Principal)

Location: 1a The Bounds, Westminster College, Lady Margaret Road, Cambridge, CB3 0BJ

Starting date: 1st July 2018 or as soon as possible thereafter.

Key Working Relationships:
- Director of Studies
- Tutorial Staff (Core and Adjunct)
- Academic Administrator
- Durham University Common Awards Team
- Ministry Division of the Church of England
- Regional Partners: Lay Reader training courses of partner dioceses
- Cambridge Theological Federation

Background: This is a new position with responsibility for the administration of our academic programmes as we move to a new accreditation relationship with Durham University.

The Eastern Region Ministry Course trains men and women for ordained and lay ministry in the Church of England and other mainstream churches. Our courses are validated under the Common Awards partnership between the Church of England and the University of Durham. Currently we relate to Durham through the Cambridge Theological Federation, which is a consortium of theological colleges. We are in the process of changing these accreditation arrangements and will relate to Durham University directly from next academic year. This means that many of the tasks done in the Federation will move to our own office. The Academic Registrar will work closely with our Director of Studies and the Common Awards Team at Durham to put in place procedures and systems for their administration.

The Academic Registrar will work closely with our Academic Administrator.

Key Responsibilities:

Administration of Student Programmes

- Oversight of student registration with accrediting universities
- Responding to queries and resolving registration problems
• Management of assignment submission procedures, provision of assignment templates/cover sheets, checking on submissions, following up non-submissions, late submissions, and re-sits
• Oversight of marking and second marking (incl. liaising as required), maintaining all relevant records and releasing marks/returning work to students
• Coordinating the preparation of teaching materials
• Answering academic administration enquiries from students and tutors

Maintenance of Academic Records
• Maintaining student academic records, ensuring that they are comprehensive and up-to-date, including marks, deadline extensions, programme and module registration, withdrawal/suspension of studies
• Production and provision of class registers, ensuring these are used, returned and stored, and that any anomalies in attendance/record-keeping are made known to the Director of Studies
• Providing regular and timely reports on all student academic records to the Director of Studies and Chair of Exam Board
• Preparing enrolment data for invoicing
• Recording of student academic records in the database

IT
• Support for Director of Studies in maintaining and developing IT provision, including VLE and the ERMC website

Administrative Liaison for our partner Reader/LLM Training Courses

Committee Responsibilities
• Secretary to the Board of Studies, including preparation of all required data, liaison with Director of Studies and Chair of the Board, preparation and issue of agenda and minutes
• Secretary to the Board of Examiners, including preparation and issue of all required data, liaison with External Examiner, preparation and issue of agenda and minutes, provision of data to accrediting university

General
• Administrative support for Annual Self-Evaluation process and for periodic inspection.
• Answering phone enquiries and managing general email account
• Any other administrative tasks, as required for the smooth running of the course

Terms and Conditions
1. The post is remunerated at £23,800 – £25.700 (FTE)/ £19,040 -£20,560 (pro rata). There is a non-contributory pension.
2. Twenty-five days holiday entitlement pro-rata is given per annum, together with bank holidays. ERMC also gives to staff a day off on Maundy Thursday and on Christmas Eve
3. There will be a six month probationary period.
4. The post-holder will be an employee of ERMC Limited, which is a Company Limited by Guarantee and a Registered Charity. On appointment, a contract of employment will be
issued, along with a Staff Handbook giving details of all aspects of the employer/employee relationship.

**Person Specification**

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Experience &amp; Education</strong></td>
<td>• A high standard of literacy and numeracy and an eye for detail.</td>
<td>• Graduate level education or equivalent</td>
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<td>• Working in teams</td>
<td>• Experience of the Higher Education sector</td>
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<td>• Knowledge and experience of safeguarding and data protection</td>
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<td>• Experience of compliance in HE</td>
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<td>• Knowledge and experience of educational quality assurance systems.</td>
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<td>• Knowledge of the Church of England</td>
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<td><strong>Skills</strong></td>
<td>• Excellent IT skills, including competence in Microsoft Word and Excel.</td>
<td>• Working with Virtual Learning Environments</td>
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<td>• Use of the internet and email.</td>
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<td>• Excellent administrative skills.</td>
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<td><strong>Ability</strong></td>
<td>• Ability to manage the nature of part-time work, to prioritise, set</td>
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<td>realistic deadlines and meet them.</td>
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<td>• Ability to adapt to changing circumstances and to work on own initiative.</td>
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<td>• Ability to work efficiently and manage working time well.</td>
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<td><strong>Confidentiality</strong></td>
<td>• The capacity to hold sensitive information confidentially and maintain good professional boundaries.</td>
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<td><strong>Personal</strong></td>
<td>• An understanding of, and commitment to, the Christian ethos and values of ERMC</td>
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• Excellent interpersonal skills both in person and by email
• Ability to represent ERMC in a professional and calm manner.
• The ability to work as part of a small team and to be proactive in developing good team ethos.

How to apply

Please send your letter of application and curriculum vitae (including details of two referees) to principal@ermc.cam.ac.uk or by post to

The Principal
Eastern Region Ministry Course
1a The Bounds, Westminster College
Lady Margaret Road
Cambridge CB3 0BJ

The referees will not be contacted unless the applicant is shortlisted.

The closing date for applications is 16th March 2018

If you would like to discuss this position please feel free to get in touch by email (principal@ermc.cam.ac.uk) or phone (01223 760 456).