Tutor and Director of Studies (Part Time, 0.5 FTE)

About ERMC

ERMC is committed to forming and equipping lay and ordained ministers for a growing Church. We are a non-residential course, currently preparing just over 50 ordinands for ministry in the Anglican Churches of East Anglia and Continental Europe. In addition, we have a partnership with three dioceses (Norwich, Ely and St Albans) to share in the formation of LLMs/Readers in training. We also have a small number of independent students. The total student number is just above 120.

We offer full-time and part-time contextual pathways. Throughout their training ordinands are embedded in a parish where they learn under the supervision of a local training minister. During term time they attend evening classes in our teaching centres (in Cambridge, Norwich, St Albans and online) once a week. In addition, they participate in our residential programme which starts with a summer school at the beginning of the academic year in August and continues with six residential weekends. In their penultimate and final year students engage in placements. In addition to this our full-time students come to our context hub (teaching centre for the contextual pathway) in Cambridge for additional study days during term time.

Our awards are part of the Common Awards, which are validated by Durham University. The majority of our ordinands study for the Diploma in Theology, Ministry and Mission, whilst Readers/LLMs in training usually graduate with the Certificate. Suitably qualified students study for the MA. Independent students may also study for the Foundation Award. Some ordinands and readers study on non-accredited programmes and individual pathways.

General Responsibilities

The post-holder will play a full part in the life of the ERMC staff team, the wider regional training team and the Cambridge Theological Federation; attend staff meetings and contribute to other activities, as may be deemed appropriate in consultation with the Principal; and be prepared to work flexibly as new patterns of work and institutional relationships evolve. After extensive consultation we have agreed a new vision and strategic plan (https://www.ermc.cam.ac.uk/about-us/our-vision/) The post-holder will be committed to play his or her role in its implementation. He or she will also act as an ambassador for ERMC in the Eastern Region and beyond.

Specific Responsibilities

Director of Studies

The post-holder will have overall oversight of our students' courses of studies.
**Student pathways:** There are just over 120 students learning with ERMC, the majority of whom are following either Certificate or Diploma in Theology Ministry and Mission with Durham University Common Awards. Some will be completing modules on these awards but not for academic credit. A small number of students study for the Postgraduate Diploma or the Master of Arts and some independent students for a Foundation Award. Whilst the majority of students follow one of our standard pathways we find that individual pathways increasingly need to be negotiated and agreed.

**Student registrations:** In collaboration with the Academic Registrar there will be some administration to complete around registrations of students on these awards.

**Meetings:** There are monthly ERMC staff meetings which the post-holder will be expected to attend. The post-holder will also be part of the Board of Studies and the Board of Examiners. Other committee memberships may be required.

**Partnership working:** As ERMC is in partnership with 3 Dioceses, the Director of Studies needs to be able to work alongside Reader Training Officers in these dioceses to ensure the smooth working of the wider learning and teaching.

**Associate teachers:** ERMC works with a number of sessional teachers and the Director of Studies works with those teachers to ensure good support and communication.

**Module guides:** A guide is produced for each module by the group of teachers for that module but the Director of Studies oversees this process to ensure that they are completed to time.

**ERMC Moodle:** ERMC uses Moodle as its virtual learning environment. The Director of Studies will ensure that module coordinators complete this in time.

**Administration of marking:** The Director of Studies will oversee assignment submission, ensuring that markers are given instructions on marking and that the marking is processed. There may be the need to work with colleagues to appoint markers.

**Extensions, mitigation and absence:** To apply the relevant policies student requests and, where necessary, negotiate on their behalf.

**Teaching**

The post-holder will be expected to work collaboratively with staff teams in the region to deliver the teaching of undergraduate modules.

The Tutor may be required to teach in all settings, both as module coordinator and by teaching into other modules. The post-holder will be asked to teach in areas of his or her expertise, such as Practical Theology, Biblical Studies, Church History, Ethics, Education and/or Spirituality. He or she may also be asked to develop new teaching areas.

Teaching will involve the construction, delivery and assessment of course material, which may be in lecture, seminar or group-discussion style. Teaching opportunities will include the summer school, residential weekends, the context hub and evening classes (at one of our three study centres or online). It is anticipated that no staff member will exceed two evening teaching sessions in one week. All students access a Virtual Learning Environment (Moodle) for part of their learning, and competence to learn and engage with this mode of learning is essential. We need someone with good adult-education skills, good IT competence and with a wide theological understanding.
There may be opportunities to teach at MA level for suitably qualified candidates.

**Ministerial Formation**

This lies at the heart of ERMC’s core purpose and the post-holder will play a full role in enabling that formation. Among other things, he or she will attend the ERMC Summer School and Residential Weekends and contribute to the delivery of the programme as part of the multi-disciplinary staff team.

The Tutor will also act as a staff mentor to a number of ERMC students. This requires an annual visit to the local context of the student and writing an annual report for each student. It will also involve pastoral care at residential weekends and at other times.

**Training of Others**

This role demands an element of empowering and enabling the ministry of others, especially in the training of placement supervisors and training ministers.

**Collaborative Working**

This job requires a real team player, who will be willing and able to work collaboratively and accountably. He or she will attend and participate in ERMC staff meetings, Regional staff meetings, and Supervisors’ days. He or she will also attend the Academic Staff Forum of the Cambridge Theological Federation and be involved in the Staff Development days run by the Federation.

**Cambridge Theological Federation**

ERMC is an associate member of the Federation which has a team of Directors of Studies. Working collaboratively with them is essential to this post. There will also be opportunities to liaise with Federation staff in relation to students’ involvement in Cambridge-based courses where appropriate (e.g. Intensive Courses and Social Context Placements).

**Other Development Opportunities**

Meeting the teaching commitments within ERMC is a first priority in this post but, by agreement, there may be opportunities to teach within the wider Cambridge Theological Federation. It is hoped that time will be available to maintain a personal interest in a theological subject area. Staff are encouraged, where possible, to develop their research and publishing record. We are moving as a core staff to a practice where we try to take regular weekly study time. After five years you will be eligible for sabbatical leave of three months. It is in the Course’s interests to encourage staff members’ academic development and the team strive to support each other in this area of work.

**Position Details**

**Position**: Tutor and Director of Studies (part-time, 0.5 FTE).

The position is open to lay and ordained candidates. We particularly encourage applications from lay persons.
For candidates who are ordained in the Church of England or a Church in full communion with the Church of England it may be possible to combine this post with a part-time parish appointment in one of our partner dioceses.

**Responsible to:** The ERMC Council through the Principal.

**Location:** The post-holder’s office is located in the ERMC offices at 1a The Bounds, Westminster College, Lady Margaret Road, Cambridge CB3 0BJ, from where it is expected that the post-holder will work for the majority of his or her duties. Some duties can be carried out elsewhere which allows flexibility and home working. The post will involve travelling, mainly around the region but occasionally nationally and abroad. It is anticipated that some teaching will be undertaken at the residential weekends, teaching centres and online.

**Hours of Work:** The Director of Studies shall work such hours as are necessary for the proper discharge of the duties of employment under their contract and in any event not less than an average of 21 hours per week. There are no normal hours of work. The post will involve evening work and weekend work. The post-holder will be expected to establish a flexible work programme with at least one period of 24 hours rest per week. No overtime is paid.

**Key Working Relationships**
- Principal
- Other Tutorial Staff (Core and Associate)
- Academic Registrar
- Academic Administrator
- 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

**Terms and Conditions**

1) The appointment will be subject to a DBS (CRB) check.
2) The appointment will be from 1st August 2019 or as soon as possible thereafter.
3) The post is remunerated according to the Lichfield Scale for Theological College and Course staff. The salary is currently £13,090 p.a. There is also a responsibility allowance of £1,309. There is also a non-contributory pension.
4) Other entitlements given by the Lichfield Scale (removal costs, a resettlement grant, book allowance at £369 per annum, reimbursement of expenses) will be met by the Course.
5) The full-time equivalent holiday entitlement is 25 days per annum, together with bank holidays. ERMC also gives to staff a day off on Maundy Thursday and on Christmas Eve. The post-holder will receive a pro rata entitlement. Leave needs to be taken in negotiation with the Principal and with due regard to teaching commitments.
6) A taxable housing allowance is paid by ERMC. At present this allowance is £5,000/annum. It is essential that the post-holder lives within the Eastern Region.
7) There will be a six month probationary period.
8) 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.

Closing date for applications is 13th February 2019, 12 noon. Please submit your completed application form by email to principal@ermc.cam.ac.uk

Interviews will be held on 4th March in Cambridge.

If you would like to discuss the position in confidence please contact the Principal, The Revd Dr Alexander Jensen (principal@ermc.cam.ac.uk, 01223 760 456).
# Tutor and Director of Studies: Person Specification

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<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Relevant Experience</strong></td>
<td>o Worshipping member of a WCC member church;</td>
<td>o Pastoral supervision</td>
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<td>o The ability to plan proactively, work to strict deadlines and have good personal and time management skills</td>
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<td>o A passion for lifelong learning</td>
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<td>o A person of prayer and spiritual wisdom</td>
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<td>o A passion for the mission of the Church</td>
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<td>o Experience of the Churches’ ministry and mission (ordained and/or lay)</td>
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<td>o Being a leader of worship/preacher</td>
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<td><strong>Education and Training</strong></td>
<td>o Educated to MA level (or equivalent) in theology or another relevant discipline</td>
<td>o Qualification in teaching or adult education</td>
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<td>o Experience of adult education</td>
<td>o MPhil /DMin/PhD in theology or a related discipline</td>
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<td>o Proven teaching ability in formal and informal contexts</td>
<td>o Experience of working in higher education</td>
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<td>o Proven ability in the assessment of others both academically and in wider formational issues</td>
<td>o Experience of virtual learning environments</td>
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<td><strong>Special knowledge &amp; skills</strong></td>
<td>o Excellent oral and written communication and presentation skills</td>
<td>o Knowledge of developments in ecumenical training patterns for lay and ordained ministries</td>
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<td>o A clear understanding of the nature of Christian ministry today within Anglican churches of the Eastern Region</td>
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<td>o Knowledge of current higher education structures and ethos</td>
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<td>o Ability to mentor students</td>
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<td>o Good computer skills and being adept at electronic communication</td>
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<td><strong>Other qualities</strong></td>
<td>o Ability to work collaboratively as part of a dispersed team</td>
<td>o Experience of working ecumenically</td>
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<td>o An entrepreneurial spirit and attitude</td>
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<td>o Good social and networking skills</td>
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<td>o Commitment to working with diverse theological and ecumenical positions</td>
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<td>o A capacity to encourage theological reflection</td>
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<td>o A capacity to train others</td>
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<td>o Capacity to work evening and weekends</td>
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<td>o Capacity to travel around the region on a</td>
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regular basis and occasionally abroad
- Drivers licence and access to a car

The successful candidate must be eligible to work in the UK before assuming the position. Proof of eligibility will be required.