

Director of Academic Development (.5 post)



Background on Sarum College

The College's location in Salisbury Cathedral Close means that Sarum's life and work are permeated by a strong sense of prayer, worship and calm nurtured through many centuries. The College is nourished by this location both spiritually and aesthetically, and draws on its own long and continuous tradition of prayer, worship and study since the foundation of Salisbury Theological College in 1860.

Following its closure as an Anglican theological college, Sarum College was reborn in 1995 as a centre for theological study open to all.

The College's work is grounded in the Benedictine spirit of generous Christian hospitality.

People come to Sarum for a variety of reasons: to retreat and take a break from ministry; to read, pray and think; to engage in postgraduate study; to train for ordination or lay ministry; to attend day programmes or explore spiritual direction; to stay for B&B, conferences, or to visit art exhibitions.

The College responds to the needs of the church and the world in innovative and progressive ways. Blended learning programmes train people for ministry, offer continuing ministerial development and awake or refresh a sense of vocation through theological learning.

Sarum's Centres of learning broadly reflect extant and emerging distinct areas of work.

Three distinct forms of educational work are found in these Centres: (i) non-accredited short courses, which provide a wide range of adult learning opportunities for students who are learning for leisure or seeking some professional development; (ii) BA and MA programmes specifically oriented towards ordained Ministry, offered through Durham University Common Awards and managed at Sarum by the Centre for Formation and Ministry; and (iii) two programmes of postgraduate study at MA level validated by the University of Winchester, an MA in Theology, Imagination and Culture and an MA in Christian Spirituality.

There is a significant crossover in teaching, subject matter and pedagogical approach in the three strands of learning. All share in the objective to strive for the highest standing of teaching and learning. Ministry Division inspectors awarded The Centre for Formation in Ministry its highest accolade of 'Confidence' in its 2019 Periodic External Review.

As part of the College's relationship with the University of Winchester, Sarum academic staff second-supervise some postgraduate research students registered in the Theology, Religion and Philosophy Department. This offers a convenient and strategic form of academic progression for high achieving graduates of the Winchester MA programmes.

This role has been created following a period of strategic review with the Sarum College Board of Trustees and a number of working groups reflecting on our buildings, partnerships, learning offer and hospitality. The Trustee Body are seeking to generate income to secure the College's future to invest in new areas. The new organisational structure has been designed to ensure a shared commitment among the College Leadership Team to business development in support of that investment.

Job purpose: To provide effective and entrepreneurial leadership of the College's learning programmes, in conjunction with the leadership team, to actively contribute to the business development across all areas of Sarum College.

Reporting to: The Principal

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Principal accountabilities

- To oversee the organisation and delivery of academic learning (postgraduate, short courses and events) across the College.
- To integrate and nurture the teaching team to form one academic faculty.
- To develop quality and innovation in the learning provision as part of the academic community.
- To work closely with the Principal in the delivery of an expanded offer for learning to build business.
- To share with the College Leadership Team in the vision, values and strategic planning of the College.

The key elements of the job are to:

- drive the entrepreneurial development of the College's learning programme;
- continue to bring together Sarum's academic faculty so that works well together across all the learning programmes
- line manage the performance of academic staff in keeping with the principles of the College Strategy;
- ensure the development of quality in academic teaching;
- manage student complaints in accordance with College procedures;
- work with colleagues in the promotion of Sarum College and the recruitment of students;
- ensure that students' learning needs are met, especially through the provision of study skills;
- contribute to the effective working of the Board of Studies;
- report on academic matters at Trustee meetings as required by the Board;

- engage in the budgeting process with senior colleagues and assume responsibility for the education income and expenditure within the parameters set by Trustees;
- liaise with the academic administrator and the director of marketing and communications to ensure effective and efficient organisation and information for students and the College;
- teaching and research within contracted hours to contribute to Sarum's learning programmes;
- support the development of the work and research of Centres of Learning;
- be alert and responsive to national developments in the future of the provision of theology and religion in higher education;
- to actively explore new partnerships and new markets for our learning provision;
- supervise research students;
- fulfil line manager responsibilities in the areas of health and safety, safeguarding and HR administration;
- be on Recall to Duty list in case of emergency;
- work with the Director of Learning Resources to ensure the copyright guidelines are being upheld.

Person Specification

Essential

- Educated to PhD level;
- Committed to being present and engaged in the life of the college during the working week;
- Experience managing budgets;
- Efficient and responsive to communication and administration;
- Be a clear and effective communicator with colleagues, students and as an advocate for the College externally;
- Entrepreneurial approach and skill;
- Awareness of current challenges in the college's learning market;
- Able to facilitate reflective practice in the range of learning and teaching in the College;
- Ability to network with stakeholders, church leaders and students;
- Understand and contribute to the ethos of the College.

Desirable:

- Experience of securing funds for academic projects.

Job Details

Salary	The annual salary for the 0.5 post is £19,280 (£38,560 fte) plus a pension contribution of 8% of salary to the nominated pension scheme, currently the Church of England Church Workers Pension Fund (Pension Builder Classic), and lunch in the Refectory on working days in College.
Hours	The 0.5 post equates to 18.75 hours per week at times to be agreed which will be known as normal working hours. Time off in lieu may be taken for working beyond normal working hours and there are occasions when it will be necessary to work outside normal working hours (during the evenings and at weekends) as the needs of the College reasonably requires. The post holder is expected to work in College a minimum of two days per week, regardless of where s/he is based.
Holiday	The holiday entitlement for this 0.5 post is 12.5 days plus four statutory holidays including the days when the College is closed between Christmas day and New Year.

Please note your signed application form gives Sarum College the right, under the Data Protection Act 1998, (the "DPA") and the General Data Protection Regulation (the "GDPR") to process the information you have given, including data of a sensitive nature, for processes relating to your application for employment. Any processing of the data by Sarum College will be in accordance with its Data Protection Policy and the processing principles set out in the DPA and GDPR.