

Ministry Registrar and Principal's Personal Assistant

Who we are looking for

We are looking for a personable and enthusiastic Ministry Registrar and Principal's Personal Assistant, willing to support and enable the work of others through effective administration. They will be a team player, assisting the Principal in his demanding role, and supporting our students in their formation for ordained and licensed lay ministries in the Church of England.

What we offer

"We commend the impressive quality of the learning community at Sarum College's Centre for Formation in Ministry" (2019 Periodic External Review)

We offer:

- a college community where each staff member is known and valued
- a vibrant community of learning, with an eclectic and interesting mix of people coming for study, short courses, conferences and B&B
- a ministry team committed to working together, valuing each other's different experience, perspective and expertise
- a ministry student cohort of varied church backgrounds and ages, each one bringing their own skills and vocational stories
- a unique setting within Salisbury Cathedral Close, with easy access to the city centre
- a salary commensurate with the sector, with non-contributory pension provision and 27 days leave plus bank holidays
- free college lunches on work days

Sarum College

"...teaching and modelling a generous respect for diversity within the church"
(2019 Periodic External Review)

The College's location in Salisbury Cathedral Close means that Sarum's community of learning is infused by a strong sense of history, and it is an attractive place to work. The learning includes: ministerial formation for lay and ordained ministries; MA and PhD study for continuing development; spiritual direction courses; and a lively and varied short course programme. We host visitors, national and international, staying for conferences or simply for B&B. An eclectic and interesting mix of people gather in the building including around meals, often sharing ideas and making new connections.

The Principal has overall responsibility for the College, reporting to the College Trustees. This is a demanding role with many calls on the diary, and the Personal Assistant plays a key role in enabling the Principal to give the time, attention and care needed to the different aspects of the organisation and training.

The Centre for Formation in Ministry is usually around 70 students including ordinands (the majority), Reader/LLM candidates, and some independent students. We seek to know every student as an individual, and provide flexible undergraduate and postgraduate pathways over 2 or 3 years to suit different circumstances. Together with the ministry staff team, the Ministry Registrar has a key role in ensuring that students feel known during their training.

Training is through a blended learning pattern. This combines online learning and tutoring through zoom, residential weekends at College (plus a Summer School week for ordinands), and ministry in the home context. This is an effective and flexible mode of training which relies on supportive communication, usually email and phone, and careful administration.

Our teaching is validated by Common Awards, part of Durham University. This involves the collation and submission of student data at stages throughout the academic year, which is the responsibility of the Ministry Registrar together with the Dean of Ministry.

See <https://www.sarum.ac.uk/ministry/> for more information.

Ministry Registrar and Principal's Personal Assistant

"We commend the work put in by the Sarum Centre to helping all students reach their own innate abilities." (2019 Periodic External Review)

Our staff team works closely together, and we are looking for a colleague who will support the Principal, staff and students in organisation and administration, bring fresh perspective and join in our desire to see every student grow and develop in their gifts and vocation.

They will bring an eye for detail, particularly in the Registrar responsibilities with the University, in the online learning environment for the students, and in organising the Principal's appointments, diary and associated paperwork. They will communicate with Durham University Common Awards staff, with prospective and current students, with Training Supervisors and Diocesan staff, and with those arranging appointments with the Principal. This is a varied and interesting role, being a representative of the College and working closely with colleagues.

If you are excited about this role, then we would be very pleased to receive your application.

An informal conversation about the post can be arranged by contacting the Principal, James Woodward jww@sarum.ac.uk

Job Description

Job Title	Ministry Registrar and Principal's Personal Assistant
Line Manager	The Principal
Job Purpose	To manage the administration for the smooth running of the Centre for Formation in Ministry, and to oversee and be the first point of contact in the organisation for the Principal's diary
Salary	£27000 plus a contribution of 8.5% of salary to the Sarum College 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 post is full time which equates to 35 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 as agreed with the Line Manager, and there are occasions when it will be necessary to work outside normal working hours (eg Awards Ceremony) as the needs of the College reasonably requires. The post is an in-person role based in the College.
Holiday	The annual leave entitlement is 27 days plus statutory holidays, including the days when the College is closed between Christmas day and the New Year.
Duration	The post is a permanent contract. The College is hoping for a start date of Monday 3 June 2024 to give a hand-over with the current post holder.

Please note:

Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.

Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory Basic DBS check.

Appointment to the post is subject to a 3-month probationary period which may be extended.

Principal accountabilities:

Ministry Registrar (4 days equivalent)

To manage the administration for the Centre for Formation in Ministry for all Ministry students engaged in the University of Durham Common Awards programmes and other non-accredited pathways, and to ensure that all Sarum College Common Awards modules, programmes and student learning pathways are managed effectively, working closely with and in support of the Dean of Ministry

Principal's Personal Assistant (1 day equivalent)

To oversee and be the first point of contact in the organisation for the Principal's diary, and to provide administrative support to the Principal as required.

Particular activities include:

1. Be the first point of contact for the Centre for Formation in Ministry, responding to enquiries by e-mail and telephone and dealing with students and Training Supervisors with appropriate efficiency and care.
2. To maintain accurate records for Ministry students and Training Supervisors in liaison with the Dean of Ministry, including safeguarding training records and DBS.
3. To liaise with Sarum College hospitality in relation to Ministry Summer School, residential weekends and teaching days
4. To be the first point of contact for prospective students: arranging visits, processing application forms and liaising where necessary with the relevant diocesan officers
5. Administration of the SarumLearn online material to support the ministry academic staff, including: uploading information for Summer School and residential weekends, sending out information, setting up student feedback, creating the annual modules, releasing marks and answering basic questions from students
6. Processing of data and documentation for the University of Durham Common Awards in liaison with the Dean of Ministry
7. To support all meetings relating to the University of Durham Common Awards validated programmes, including the ministry team meetings, Common Awards Management Committee and Exam Board. To prepare and collate papers and act as secretary for these.
8. To coordinate and support the process of writing of interim and final reports for ordination candidates in liaison with the Dean of Ministry
9. To arrange the annual college joint Winchester MA and Common Awards awards ceremony in conjunction with the University of Winchester MA Administrator
10. To oversee and be the first point of contact in the organisation for the Principal's diary, including arranging appointments by email and telephone
11. To provide administrative support to the Principal as required.

Person Specification

Essential

1. Polite, patient, friendly and enthusiastic with a flexible and positive approach to work planning
2. Has pastoral wisdom and emotional intelligence
3. Is positive and enthusiastic about training women and men for ordained and licensed lay ministry
4. Highly organised and proficient in completing tasks within a given timeframe
5. Strong interpersonal, oral and written communication skills
6. Demonstrably strong IT skills including Word, Excel and Teams.
7. Ability to learn and master new IT skills, particularly in Moodle for the administration of online learning and data in SarumLearn.
8. Ability to collaborate effectively with academic and administrative staff
9. Proficient in keeping accurate records using IT and in numeracy
10. Able to be present in College for 5 days a week, and annually on a Saturday at the Awards Ceremony
11. Secure an enhanced DBS clearance

Desirable

1. An understanding of the Church of England, including diocesan and parochial structure
2. Experience working in educational administration
3. Some experience of online delivery of learning and marking, ideally through Moodle, Turnitin and Zoom, though training will be given on these
4. To be aware of the challenges and opportunities that face an educational institution like Sarum College, and be willing to contribute to the wider life of the College

February 2024