

Director of Postgraduate Programmes

Job Description

All Saints' calling is to train women and men for ordained and Reader ministries in the Church of England and, under God, to re-imagine and renew its ministry. All Saints seeks to be an inclusive and diverse community and to welcome people from different backgrounds.

Our roots are in the north-west, where All Saints has seen phenomenal growth over nine years, to become one of the Church of England's largest providers of theological education. In our tenth year, this exciting new post will be responsible for developing programmes for graduates in theology and other disciplines.

The post will involve some consultation and negotiation as All Saints seeks to develop its provision to serve its partner dioceses more fully. The person appointed will have an excellent understanding of theological education and ministerial formation, of postgraduate teaching and learning, regulation and quality assurance in higher education, business planning and hold a doctorate in an area of theology of relevance to ministerial training.

Hours 17.5 hours per week
Salary £19,000 - £19,500 (depending on experience) and pension contribution

Accountability

The post-holder will be directly responsible to and accountable to the Principal

Significant Working Relationships

The post-holder will need to establish close working relationships with

- the Vice-Principal as programme leader for undergraduate awards and quality officer
- the Course Administrator who is responsible for the Admin Team
- members of the Course Management Team as appropriate
- the tutorial team
- diocesan staff who are responsible for IME 2 and NCI staff responsible *inter alia* for formation and pathways, including Apprenticeships

Place of Work

All Saints course office, currently at the Warrington Campus of the University of Chester.

The Post

The post of Director of Graduate Programmes is a 0.5FTE appointment (17.5 hours per week) offered for two and a half years fixed term, with scope to extend subject to funding.

The Role

The job has five main components:

- Programme delivery and individual pathway design for Durham University Common Awards programmes that are suitable for graduates in IME1 and, potentially, for IME2. The programmes will need to be integrated as fully as possible with current undergraduate programmes offered by All Saints Centre for Mission and Ministry, hence collaboration with other All Saints staff is an essential part of this job.

- Consultation with partner dioceses into the sustainability of postgraduate awards for IME 2. This work will require basic qualitative and quantitative research skills and the ability to generate a business plan.
- Establishing the educational and administrative processes, resources and infrastructure to deliver the agreed programmes to agreed timescales. The ability to manage workload to implement the agreed business plan is an essential skill for this post.
- Taking responsibility for the practical running of the agreed programmes, either as programme leader or with direct accountability to the programme leader.
- Bringing the agreed programmes to the point where they can be handed over to others to run as programme leader/s to an agreed timescale.
- In addition, the post-holder will be expected to take responsibility for some teaching within All Saints, according to their area/s of expertise.
- Other duties as required from time to time to enable All Saints to fulfil its mission.

The basic timetable for the role is set out below, though this is subject to change – in particular, Strand Two and the development of IME2 programmes. Strand Two is contingent on their being a sustainable market for graduate programmes in IME2.

Strand One Preparing to teach postgraduate programmes for IME1 from September 2017	Strand Two Consulting on and preparing to teach postgraduate programmes for IME2 from September 2018
Phase 1 June 2017 to September 2017	
<ul style="list-style-type: none"> • Recruiting and training tutors to teach the Graduate Programmes • Establishing educational and administrative infrastructure for Postgraduate Programmes 	
Phase 2 September 2017 onwards	Phase A June 2017 to January 2018
Delivery and monitoring of Postgraduate Programmes for IME1	<i>Working with colleagues to:</i> <ul style="list-style-type: none"> • Consult with diocesan and national Church colleagues on provision for IME2, including Apprenticeship arrangements. • Develop programme regulations for appropriate awards for IME2 following consultation, likely to include top-up to BA, Postgraduate Certificate, Postgraduate Diploma and MA
	Phase B January 2018 to September 2018
	<ul style="list-style-type: none"> • Recruiting and training tutors to teach the programmes in IME2 • Establishing educational and administrative infrastructure for Programmes in IME2
	Phase C September 2018 onwards
	Delivery and monitoring of Programmes for IME2

An occupational requirement has been declared in accordance with Schedule 9 of the Equality Act 2010 for the post holder to be a practising Christian who is a member of one of the Churches in Churches Together in Britain and Ireland or of a church in communion with the Church of England.

If you are made an offer of employment, this will be subject to verification that you are eligible to work in the UK before you start work.

There will be a six month probationary period for this post and regular reviews of progress.