

## Director of Postgraduate Programmes Person Specification

Characteristic	Essential Requirements	Desirable Requirements
<b>Qualifications</b>  	Must hold a doctorate (PhD, DPhil, DProf, etc.) in an area of theology, biblical studies, mission, etc. A  Right to work in the UK: 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. A (I)	Qualification in business studies. A, I  Recent publication in a peer-reviewed journal or book A, I
<b>Safeguarding</b>	Must be able to satisfy the safe recruitment procedures of the Church of England and of All Saints Centre for Mission and Ministry A (I)	
<b>Christian commitment</b>  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.	Must be a person of faith in Jesus Christ and who is an active communicant member of one of the Churches in Churches Together in Britain and Ireland, or of a church in communion with the Church of England A, I  Someone at ease with the diversity of the Church of England A, I  Ministers, must be in good standing; for Anglican clergy and lay ministers (such as Readers), this means they must hold either a bishop's licence or permission to officiate A, I	
<b>Educational / Research / Reflective Skills</b>	Evidences commitment to their own continued learning and reflective practice A, I, P  Understands the theory and practice of designing academic awards at levels 7, and at levels 5 and 6 A, I, P	Evidences reflective practice in some form of ministry A, I, P  Qualification and expertise in an area of Christian theology relevant to ministerial training; for example, biblical studies, mission, doctrine, practical theology, etc.

	<p>Evidence of research skills that cross disciplinary boundaries A, I, P</p> <p>Evidence of ability to put together a coherent business case based on both qualitative and quantitative research A, I, P</p> <p>Evidence of ability to advise colleagues and committees and to exercise sound judgement on the basis of the evidence presented A, I, P</p> <p>Able to undertake teaching at an appropriate level in an area of All Saints' courses A, I, P</p>	A, I
<b>Knowledge and Skills</b>	<p>Must understand ordained ministry and training for ordained ministry in the Church of England A, I</p> <p>Familiarity with the changing requirements of theological education in the Church of England A, I, P</p> <p>Evidence of ability to work within regulations and guidelines provided by the employer and/or other organisations with which the employer is in partnership A, I, P</p> <p>Evidence of ability to provide leadership in educational quality, regulation, administration, postgraduate teaching and learning. A, I, P</p> <p>Evidence of ability to use IT and associated technology effectively, especially, email, Word, Excel, Access, Powerpoint, VLE. A, I, P</p> <p>Evidence of a careful and accurate approach to their work A, I, P</p>	<p>Recent experience of Anglican ministerial training in IME1 A, I</p> <p>Recent experience of Anglican ministerial training in IME2 A, I</p> <p>Familiarity with a Virtual Learning Environment A, I</p> <p>Familiarity with the Common Awards A, I</p> <p>Familiarity with Renewing Ministerial Education A, I</p>

<p><b>Personal Skills</b></p>	<p>Enthusiastic, approachable and motivated I</p> <p>Excellent communication skills A, I, P</p> <p>A team player who evidences high levels of collaborative and interpersonal skills A, I, P</p> <p>Evidence of ability both to be part of a team and to lead a team A, I, P</p> <p>Evidence of ability to work alone and manage own workload effectively in a diverse and dispersed organisation, while being accountable for the work undertaken A, I, P</p> <p>Evidence of ability to develop creative solutions in a complex organisation A, I, P</p>	
<p><b>Other</b></p>	<p>Willing and able to travel across the regions served by All Saints to meet and consult with diocesan, university, NCI officers and others as appropriate A, I, P</p> <p>Flexible and both willing and able to cope with a varied and changing workload A, I, P</p> <p>Willing to take on other duties as required to ensure that All Saints fulfils its mission. A, I</p>	<p>Current driving license and access to own transport A, I, P</p>