



Academic Registrar and Support Team Leader Job Description

All Saints' Registrar is an exciting new post responsible for ensuring that all academic administration and support work is delivered in an efficient and timely way to support our agreed and developing educational programmes. We are looking for a person with a good first or higher degree, who has an excellent understanding of academic quality and its processes, and who is able to implement this collaboratively, efficiently and with sensitivity.

The Registrar will be part of the management team and will lead the Support Team, ensuring that all administrative and support roles collaborate to support the academic staff in delivering and developing our agreed educational programmes.

The Registrar will be responsible for ensuring the quality of all academic resources, processes and outcomes in co-operation with All Saints' Quality Officer.

The Registrar will be able to apply their understanding of academic quality to educational programmes relevant to discipleship and ministerial training in the Church of England.

The post of Academic Registrar and Support Team Leader is a permanent, full-time post.	
Hours	35 hours per week
Salary	£30,000 and pension contribution
There will be a six month probationary period for this post and regular reviews of progress.	

Accountability

The post-holder will be accountable to the Principal and line managed by the Vice Principal

Significant Working Relationships

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

- the Principal, Vice-Principal
- Director of Postgraduate Programmes and other academic staff
- members of the Support Team
- members of the Course Management Team as appropriate
- diocesan staff who are responsible for the oversight and delivery of the programme

Place of Work

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

The post involves work in All Saints' teaching venues and the premises of partner organisations mainly in the North West and the East Midlands.

All Saints Centre for Mission and Ministry

You can find information about All Saints on our website: <http://allsaintscentre.org>

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 who wish to develop their discipleship, understanding of the Christian faith and engagement in the mission of God. 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 ensuring that all academic administration and support work is delivered in an efficient and timely way to support our agreed and developing educational programmes.

The Role

The main purposes of the role are to:

- manage the administration of all academic programmes in line with All Saints' requirements and the regulations and requirements of university and other partners
- manage the student admission process from enquiry to completion working with the Principal, Vice Principal, Director of Postgraduate Programmes and Directors of Studies to ensure a high quality service to all prospective students
- oversee the process of student registration and fee levies
- ensure that accurate, comprehensive and up to date student records are kept in accordance with best practice in data protection
- support the Vice Principal in monitoring and implementing quality assurance and enhancement processes with Church and university partners as required
- be responsible for maintaining and collating the documentation required for annual review processes, and for managing the quality assurance and compliance processes required by Church and university partners and, where relevant, public bodies such as the QAA and HEFCE, and funders
- ensure that academic misconduct issues are handled efficiently, humanely and in accordance with the relevant regulations
- supervise the support team
- be responsible for ensuring that all preparations for exam boards and academic management committees are done to the highest standards, and that decisions on awards are communicated to awarding bodies as appropriate
- oversee the processes for mitigations, reasonable adjustments and other such procedures as required
- provide advice and administrative support on the maintenance and sustaining of other educational partnerships
- oversee the development of a supporter/alumni database based in particular on records of leaving students
- be responsible for good communication and effective partnership between the support team and others, especially the Course Management Team, tutors and students to ensure an efficient and reliable service to staff and students
- ensure the provision of administrative and IT support and advice to the Principal and the Vice Principal
- ensure that administrative and IT support is provided to students and staff in a sympathetic, friendly, efficient and professional manner whether face-to-face, by phone or email or any other means
- ensure that the Board and its committees receive efficient and professional administrative support
- form excellent working relationships with the enquirers, students, staff, trustees, partner organisations and service-providers, and support colleagues in doing the same
- other duties as required from time to time to enable All Saints to fulfil its mission.

An occupational requirement has been declared in accordance with Schedule 9 of the Equality Act 2010 for the post holder to be a person who is in sympathy with the mission and ministry of the Church of England and at ease with its diversity.

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 can start work.

Academic Registrar and Support Team Leader Person Specification

Characteristic	Essential Requirements	Desirable Requirements
Qualifications	<p>Must hold at least a bachelor's degree A</p> <p>Evidence of commitment to their own continuing professional development in academic administration A, I, P</p> <p>Must have the 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)</p>	<p>Qualification in academic administration. A, I</p> <p>A degree in an area of theology relevant to Christian discipleship and ministry A</p>
Safeguarding	<p>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</p>	
<p>Religious views An occupational requirement has been declared in accordance with Schedule 9 of the Equality Act 2010 for the post holder to be a person who is in sympathy with the mission and ministry of the Church of England and at ease with its diversity</p>	<p>Must be a person who is in sympathy with the mission and ministry of the Church of England and at ease with its diversity I</p>	<p>Ministers should 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</p>
Knowledge and Skills	<p>Evidence of proven, effective management of academic administration. A, I</p> <p>Evidence of the administrative skills to manage the data gathering, monitoring, evaluating and reporting requirements required by the role. A, I, P</p> <p>Evidence of experience of university programme validation processes A, I</p>	<p>Evidence of an understanding of discipleship and ministry in the Church of England A, I</p> <p>Familiarity with the Common Awards A, I</p> <p>Familiarity with Renewing Ministerial Education A, I</p>

	<p>Evidence of ability to provide leadership in ensuring academic quality in educational design, regulation, administration and learning. A, I, P</p> <p>Evidence of ability to advise and support colleagues and committees and to exercise sound judgement on the basis of the evidence presented A, I, P</p> <p>Evidence of ability to work within regulations and guidelines provided by the employer and/or partner organisations. A, I, P</p> <p>Evidence of proficiency in using 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>Personal Skills</p>	<p>Enthusiastic about and committed to excellence in theological education A, I, P</p> <p>The personal qualities to foster and sustain high quality relationships of trust and respect A, I</p> <p>Evidence of ability both to be part of a team and to lead a team – an approachable and motivated team player who evidences high levels of collaborative and interpersonal skills. A, I, P</p> <p>An excellent communicator, adept in working in a variety of media and experienced in producing high quality reports, information and publicity. A, I, P</p> <p>Evidence of ability to work alone and manage own workload effectively to meet the implementation plan, while</p>	

	being accountable for the work undertaken A, I, P	
Other	<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, 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>	Current driving license and access to own transport A, I, P

How the criteria will be assessed

- A = Application form
- I = Interview
- P = Presentation

