

MA Administrator

Sarum College is an ecumenical centre for Christian study and research where our passion is learning that nourishes the human spirit. Welcoming people of all faiths and none, we provide space and time for enquiring minds to grow in wisdom and courage.

The educational life of the college has three main areas. Short Courses provide a wide range of adult learning opportunities for students who are learning for leisure or seeking some professional development. The recently launched Sarum Ministry Training is a part-time programme for ordination training. Postgraduate study at MA level forms the third strand with four programmes validated by the University of Winchester:

MA in Christian Approaches to leadership
MA in Theology, Imagination and Culture
MA in Christian Spirituality
MA in Christian Liturgy

Each programme has a programme leader who is responsible for the management and development of their programme. All the programmes are designed for part-time study and between them attract just under one hundred students. Each programme occupies a unique place among MAs in the UK due to their academic specialisms and the quality of their educational provision is highly regarded both by the University of Winchester and more widely in the academic community.

MA students learn collaboratively in a modular curriculum, arranged around residential teaching intensives throughout the year. This distributed and flexible mode of delivery combines class-based and home-based study and allows working students and students at a distance to benefit from close contact with tutors and lecturers, with minimal disruption to their domestic, ministerial, or professional lives. Moreover, by consolidating our class-based teaching into four-day intensive breaks, the College is able to recruit world-leading scholars and seasoned practitioners to lecture on modules.

The MA Administrator is one of three administrators who support the educational work of the college. Alison Ogden administers the Short Course programme and Annette Young, who is the Senior Administrator, has responsibility for the Ministry Programme.

Principal Accountabilities

The purpose of the post is to ensure the smooth administration of the Sarum MA programmes validated by the University of Winchester.

The chief tasks are:

Student Support and Educational Administration

- To deal with the daily incoming mail and telephone calls, maintain an accurate diary and deal with queries from MA students
- To arrange for the copying and collating of materials needed by MA students as agreed with module convenors
- To enable and support MA student access and use of the Sarum VLE (Moodle)
- To liaise with students and Hospitality regarding student attendance, residential booking and invoicing for MA teaching weeks
- To play an integral role in the administration of student fees in collaboration with Finance Department and other colleagues
- To make necessary arrangements for visiting tutors: tutor contracts, residential booking and payment of expenses and fees
- To administer the MA assessment process

Student Recruitment

- To ensure that every enquiry by prospective students is met with a prompt, courteous and informed response
- To log enquiries and potential MA applications and organise interviews for potential candidates
- To help organise (with Marketing Department) and attend Taster Days for prospective MA students
- To liaise with colleagues (academic and Marketing) in ensuring that details of the MA on the college website is kept updated.

Sarum-University of Winchester Administration

- To assist the Senior Academic Administrator in keeping up to date and accurate records of student progress
- To take minutes for the MA Programme Committee as required by Senior Administrator
- To provide documentation requested by the University of Winchester

General Administration Tasks

- To work with administrative colleagues in maintaining a uniform and reliable level of administrative service to the whole student body at Sarum College
- To carry out such other duties as the Trust may from time to time reasonably require.

The person appointed will report to the Academic Dean.

The full time equivalent salary for the post is in a range between £13,700 and £16,600 based on full time hours of 35 hours per week. The actual salary range for this 28 hour post is between £10,960 and £13,280. This includes a non-contributory pension scheme. The annual leave entitlement is 5 weeks plus statutory holidays; this includes the days when the College may be closed over the Christmas period. In addition employees are entitled to one meal in the College refectory on the days they are working at College.

Please be aware that under the Immigration Asylum and Nationality Act 2006, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants will be asked to provide proof of their employable status before the College can confirm any offer of appointment. Applicants will also be required to complete a confidential declaration.

Person Specification for MA Academic Administrator

ESSENTIAL QUALITIES/SKILLS

- Polite, patient, friendly and enthusiastic with a flexible approach to work planning
- Ability to work accurately and complete tasks within a given timeframe
- High level of English proficiency and excellent communication skills
- Demonstrably strong IT skills including MS Word, MS Excel and MS Access database
- Ability to learn and master new IT skills, for example the administrative management of an online learning environment (Moodle)
- Ability to collaborate effectively with both academic and administrative staff
- Proficient in keeping records using IT and in numeracy

DESIRABLE QUALITIES/SKILLS

- Experience working in an educational setting
- A qualification in administration and/or IT