

# Coordinator, Short Course Programme and the Centre for Encountering the Bible

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## **Sarum College**

The College's location in Salisbury Cathedral Close means that Sarum's life and work are permeated by a strong sense of prayer, worship and calm nurtured through many centuries. The College is nourished by this location both spiritually and aesthetically, and draws on its own long and continuous tradition of prayer, worship and study since the foundation of Salisbury Theological College in 1860.

Following its closure as an Anglican theological college, Sarum College was reborn in 1995 as an ecumenical centre for Christian study where all are welcome.

The College's work is grounded in the Benedictine spirit of generous Christian hospitality.

People come to Sarum for a variety of reasons: to retreat and take a break from ministry; to read, pray and think; to engage in postgraduate study; to train for ordination or lay ministry; to attend day programmes or explore spiritual direction; to stay for B&B, conferences, or to visit art exhibitions.

The College responds to the needs of the church and the world in innovative and progressive ways. Blended learning programmes train people for ministry, offer continuing ministerial development and awake or refresh a sense of vocation through theological learning.

The educational work of Sarum College is articulated within seven Centres that broadly reflect extant and emerging distinct areas of Sarum's work:

- The Sarum Centre for Contemporary Spirituality
- The Sarum Centre for Theology, Imagination and Culture
- The Sarum Centre for Formation in Ministry
- The Sarum Centre for Liturgy and Worship
- The Sarum Centre for Leadership Learning
- The Sarum Centre for Encountering the Bible
- The Sarum Centre for Human Flourishing

Sarum Centres of learning offer courses, consultancy, conferences and research opportunities with three distinct forms of educational work: (i) non-accredited short courses, which provide a wide range of adult learning opportunities for students who are learning for leisure or seeking some professional development; (ii) BA and MA programmes

specifically oriented towards ordained Ministry, offered through Durham University Common Awards and managed at Sarum by the Centre for Formation and Ministry; and (iii) four programmes of postgraduate study at MA level validated by the University of Winchester: MA in Christian Approaches to Leadership; MA in Theology, Imagination and Culture; MA in Christian Spirituality; and the MA in Christian Liturgy.

The **Centre for Encountering the Bible** offers opportunities to read, explore, discuss and interpret biblical texts and their ancient contexts from diverse perspectives. Course participants are invited to read and interpret the bible for many different reasons: historical information, moral guidance or spiritual wisdom, to encounter each other and God, and for the sheer pleasure of it.

The Centre's work encourages learners to read and interpret the bible for many different contexts: not only of Christian church but also in the context of political questions and contemporary culture; not only liberal and conservative but also secular and interfaith.

## Job Description

Job Title:	Coordinator for Short Course programme and the Centre for Encountering the Bible
Line Manager:	The Principal
Job Purpose:	To coordinate and develop a wide range of short courses (eg non-accredited courses) and biblical studies programmes.
Salary:	The salary for the 0.5 post is £16,050 plus a contribution to the pension scheme of 8.5% of salary to the 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 half time which equates to 17.5 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 and there are occasions when it will be necessary to work outside normal working hours (during the evenings and at weekends) as the needs of the College reasonably requires. The post holder is expected to work in College a minimum of two days per week, regardless of where s/he is based.
Holiday:	The annual leave entitlement is 12.5 days plus statutory holidays, including the days when the College is closed between Christmas day and the New Year.

## Principal Accountabilities

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1. To coordinate the work of the Sarum Centre for encountering the Bible	10%
2. To coordinate the learning curriculum, administration and evaluation of short courses across the College	40%

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## Job Purpose

To oversee the delivery, development and expansion of the non-accredited learning programmes. To manage and develop the Centre for Encountering the Bible learning programme.

1. Take responsibility for the quality and curriculum development, quality assurance and budgets for short courses in close collaboration with present team of Centre coordinators;
2. Lead the development of biblical study in Sarum programmes;
3. Build and maintain working relationships with stake holders both within the churches and within society who are interested in lifelong learning programmes;
4. Share in the responsibility for building a research community at Sarum and supervise and direct research students with University of Winchester TRP colleagues;
5. Contribute to teaching, development and delivery of programmes and modules in other areas of the College's academic work within areas of expertise as required;
6. Contribute to all educational committees including the Board of Studies, Programme Committee and Programme Leaders meetings.

## Person Specification

Essential requirements for the post

1. Hold, or be in the latter stages of obtaining, a postgraduate qualification in theology, spirituality, or a cognate subject at PhD level.
2. Have evidence of excellence in teaching and an ability to design, deliver, and administrate a range of courses.
3. Creatively and comfortably teach a wide range of students within the context of adult education.
4. Have an understanding of the academic marketplace and a willingness to design educational opportunities for a variety of partners.
5. Have a vision of excellence in biblical studies.
6. Sympathy with Christian roots and values of the College.
7. Be entrepreneurial.
8. Be willing to work with individuals and groups from across a wide range of theological positions and traditions.
9. Be able to be present in College for a substantial part of the working week on a half-time basis.

10. Be able to work some evenings and weekends as required.
11. Complete safeguarding checks as required.

Desirable requirements for the post :

1. Have some awareness of the challenges and opportunities that face an educational institution such as Sarum College.
2. Have some awareness of interprofessional work in the areas of study offered by Sarum College.

## **Further Information About Sarum College**

- Sarum is a significant academic theological resource in the South of England, which is enriched by the excellent library and bookshop. There are also a large number of non-validated education programmes which contribute to a community of learning, research and study. Sarum staff contribute to a number of innovative research projects.
- Sarum is ideally placed to respond to the changing needs of the regional bishops and is actively pursuing ways of doing so, including closer partnership with Salisbury Diocesan Continuing Ministerial Development as well as with leaders of other denominations.
- Sarum runs a number of residential programmes for clergy in their professional and ministerial development. It provides mentoring and supervision for clergy, and a place where clergy and others can take a break, stay for sabbatical, or take reading weeks. There is a steady stream of overseas visitors and groups who use the College as a place for retreat and study. Spiritual direction, supervision, leadership development and consultancy add richly to the more academic side of college life.
- Sarum works with the Diocesan Board of Education to develop leadership work with head teachers and senior leaders in church schools and has developed a research project in the same area.
- Sarum welcomes groups who wish to use the College as a place to stay so that they can engage in their own work. These include Anglican groups (eg Bishops' senior staff teams and clergy cell groups), URC and Methodist groups, groups from other faiths and those concerned with alternative forms of spirituality. All value the accommodation, the working rooms, and the quiet location in the Close, with the rich worship of the Cathedral a short walk away.
- With 40 en-suite rooms, casual visitors may book Bed and Breakfast when bedroom availability allows. The College's B&B is a thriving trade and has proved to be successful since the refurbishment programme was completed. The College has a trading subsidiary for hospitality activity not directly linked to its own educational programmes.
- We work collaboratively to develop music and liturgy courses with the Royal School of Church Music (RSCM) whose administrative offices are in the College.
- The Benedictine community known as St Benedict's Priory (the Pershore, Nashdom and Elmore Trust) owns and lives in a house in the grounds of the College formerly

occupied by the Principal. The monks join the College for the midday service and lunch and enrich the College community with their prayers and presence.

## The Staff

There are approximately 50 full and part-time staff as well as additional casual staff in the kitchen and refectory who work when needed, and a number of volunteers.

The College leadership team consists of:

- The **Principal** leads the team and the educational work of the College.
- The **Bursar** looks after the finances, HR, health and safety, and the general care of the building. The Bursar is one of the deputy principals.
- The **Director of Development and Marketing** looks after the website, marketing, and all aspects of the development work of the College and fundraising. The Director of Development and Marketing is the other deputy principal.
- The **Academic Dean** leads the validated relationship with Winchester University and the University of Durham.
- The **Director of Hospitality** leads the work of all aspects of the residential services of the College, the catering and the booking of internal and external meetings and conferences.
- The **Director of Learning Resources** manages the library and bookshop.

## The Building

Sarum College stands in the North East corner of the Close in Salisbury, is Grade 1 listed and is in a good state of renovation. There are four main sections to the building – the oldest part is said to be designed by Wren. When Bishop Hamilton founded the College in 1860 to provide for necessary training for new priests for his diocese, a major extension was built by the Victorian architect William Butterfield. Following the merger of Salisbury and Wells theological colleges, two much more modern extensions were added, the East wing and the library/refectory block.

In recent years, complete fire alarm and smoke detection systems have been fitted and all the bedrooms in the Wren and Butterfield parts have been made en-suite providing 40 rooms, 14 of which are double or twin. The refectory and the kitchen have been refurbished. High speed Wi-Fi is available throughout the building.