

Job Description & Person Specification

MA Administrator (28 hours per week)

Overview of Sarum College and its Learning Programmes

The College is nourished by its location in Salisbury Cathedral Close 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.

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 serious 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 educational work of Sarum College is structured 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

Three distinct forms of educational work are found in these Centres:

- (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 by Sarum's 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
 - MA in Christian Liturgy

Each MA has a Programme Leader who is responsible for the management and **development of their programme. Sarum's core academic staff shape the College's** educational programmes and select guest lecturers for their expertise in relevant subjects to achieve an exceptionally high standard of specialist teaching and learning.

The four programmes are designed for part-time study and together attract just over 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, our external examiners 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, Senior Administrator, is responsible for the Ministry Programme.

MA Administrator - 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 module documents needed by MA students as agreed with module convenors.
- To enable and support MA student access and use of the Sarumlearn (Moodle VLE).
- 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 MA students is met with a prompt, courteous and informed response.
- To log enquiries and MA applications, disseminate applications to MA Programme Leaders and administer offer letters.
- To help organise (with Marketing Department) and attend Taster Days (Saturdays) 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 keep up to date and accurate records of student progress.
- To take minutes for the MA Programme Committee.
- To provide documentation requested by the University of Winchester.
- To assist the Senior Academic Administrator in preparing for the Academic Awards Ceremony.
- To prepare for the MA Exam Board in liaison with University colleagues and the Senior Administrator.

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 £14,550 and £17,686 based on full time hours of 35 hours per week. The actual salary range for this 28 hour post is between £11,640 and £14,150. 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.