



# ACADEMIC CO-ORDINATOR

Application Pack



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# IN THIS PACK

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# FROM THE CHAIR OF TRUSTEES

I'm delighted that you are interested in the role of Academic Co-ordinator with YTEP, I hope that as you read through this job pack you will want you join us.

People are at the heart of what we do. YTEP exists to support the high quality theological education offered by our partners to help form future generations of Christian disciples and leaders.

Formally we are a Theological Education Institution (TEI) which co-ordinates theological education across Yorkshire on behalf of two of the three Church of England dioceses and three other training providers. The programmes offered by the partners in their own centres are validated by Durham University and form part of the Common Awards scheme for theological education.

YTEP had 267 students registered for Common Awards in 2021/22, 98 of whom were projected to achieve awards at the end of the academic year. 90% are part-time and 57% female. Most awards are titled Theology, Ministry and Mission and are offered from Foundation through to Masters levels.

Although we are a small institution, we are relatively complex. Looking into the future we expect to grow both in number and complexity as our partners expand and diversify the ministries they resource.

This could not be a more exciting time to join YTEP. We support theological education in a broad range of settings, with people from all walks of life, and at all stages in their journeys. The future is likely to be all the more!

I hope that you will be inspired and encouraged to want to join us.

*Tony Robinson*

Bishop of Wakefield  
Chair YTEP Trustees



# ROLE OF ACADEMIC CO-ORDINATOR

If ever there was a job title that matched the contents of the tin, this is it. The role of YTEPs Academic Co-ordinator sits right at the centre of our organisation -

- co-ordinating the academic support that we give to our Partners and their learners.
- facilitating our relationships with the Church of England's National Ministry Team and Durham University's Common Awards Team.

Our relationship with Durham is shaped by the 'Standard Validation Contract' held by TEIs across England. This is a key legal relationship. And the role of Academic Coordinator is key to the care that we give to our contractual obligations. We are in a good place with Durham!

More locally the Academic Coordinator will work with me as the executive Chair of the Common Awards Management Committee (and line manager) and Lynne Gordon-Taylor as YTEP's Administrative Officer. Again, the title of the Committee matches the contents of the tin. The committee normally meets once a term, while the Academic Coordinator and I will talk at least once a week. Then once a month we will have an extended one to one to enable me to support the post-holder and to monitor progress.

The Common Awards Management Committee consists of one or more academic staff from each partner centre plus our External Quality Advisor.

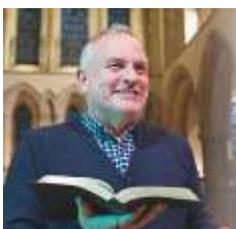
As YTEP Administrative Officer Lynne Gordon-Taylor is a close colleague to the Academic Coordinator. Her role focuses on administration related to individual students right from registration through to the achievement of their final award.

Together the Academic Coordinator and the Administrative Officer resource our other committees:

- The YTEP Board of Examiners and its Student Affairs Sub-Committee
- The Good Practice Group

Our structures are tried and tested - they serve us well.

Finally, I could not end without mentioning Moodle our VLE which is an important support for module delivery, and home for student records and resources library. We could not do without it. The new Academic Coordinator will soon understand Moodle inside out, and hopefully will have lots of ideas about how we might make it even more learner focused for the future.



If you would like to know more please don't hesitate to contact me. I will be delighted to hear from you.

*Gary Wilton*  
Chair of CAMC

# JOB DESCRIPTION

|                        |  |
|------------------------|--|
| <b>Job Title:</b>      | <b>Academic Coordinator</b>  |
| <b>Location:</b>       | Flexible - Home or office based at The Mirfield Centre   |
| <b>Responsible To:</b> | The Chair of the Common Awards Management Committee [CAMC]   |
| <b>Relating To:</b>    | Colleagues from YTEP partner institutions<br>Colleagues from Durham University<br>Colleagues from The Church of England national Ministry Development Team   |
| <b>Purpose:</b>        | To offer a high quality, timely and cost-effective administration service to the Yorkshire Theological Education Partnership   |
| <b>Objectives:</b>     | <ol style="list-style-type: none"> <li>1. To support YTEP as a Charitable Incorporated Organisation</li> <li>2. To liaise with the Common Awards Team at Durham University</li> <li>3. To coordinate the academic administration of Common Awards programmes offered across the partnership</li> <li>4. To liaise with the Church of England national Ministry Development Team (NMDT).</li> <li>5. To undertake other duties as required</li> </ol> |

## RESPONSIBILITIES AND KEY TASKS:

### 1. To Support YTEP as a Charitable Incorporated Organisation

- works with the Chair of CAMC to develop the YTEP business plan, manage institutional risk and ensure that YTEP serves the purposes of its partners
- is the named contact person for the Charity Commission;
- ensures that information provided to the Charity Commission is accurate and

up-to-date;

- is secretary to the Trustees;
- drafts and manages budgets, including securing income;
- collaborates with the charity's Accountant and Independent Examiner in the production of the Annual Report and accounts;
- ensures compliance with the Data Protection Act 2018 (implementing the GDPR) and other legislation applicable to the charity.

## **2. To liaise with the Common Awards Team at Durham University**

- Communicates pro-actively with the Common Awards Team at the University including the University Liaison Officer;
- Keeps up to date with University and YTEP-specific regulations on behalf of the YTEP partners;
- supports the quality assurance role of CAMC, implementing the required university quality processes;
- attends the YTEP Common Awards Management Committee;
- manages the collection, collation and accuracy of data required by the University (including programme regulations and associated documents, student registration data and assessment data);
- collaborates with Centre staff and tutors in the submission of claims for accreditation of prior experiential or certificated learning (APEL/APCL);
- ensures that all data required by the University is provided in response to deadlines set by the University;
- in conjunction with the Chair of the YTEP Board of Examiners, liaises with the External Examiner in connection with assessment processes.

## **3. To coordinate the academic administration of Common Awards programmes offered across the partnership**

- contributes to a 'can-do' and supportive team culture and working practices with colleagues and partners who are working at a distance
- provides advice and guidance to partner centre staff (both academic and administrative) in support of delivery of the Common Awards programmes;
- maintains and develops the YTEP website and VLE (currently Moodle) for the benefit of all users;
- convenes administrators working group in September and March to support timely preparation for Board of Examiners, Periodic External Review, and other requirements of TEIs from Common Awards, as well as developing streamlined and accessible means of delivering these remotely;
- monitors quality assurance, and provides feedback to individual Centres and the partnership as a whole.

**4. To liaise with the Church of England national Ministry Development Team (NMDT).**

- Maintains regular communication with the National Ministry Team updating the YTEP partners in relation to Common Awards and training for ministry

**5. To undertake other duties as required**

- To undertake any duties as commensurate with the post as requested by the Chair of CAMC
- To be an active member of the YTEP staff demonstrating and encouraging participation in meetings and in the overall objectives and life of the partnership
- To attend an annual appraisal and regular one to ones with the Chair of CAMC
- To undertake any training as required for the role as identified in an appraisal
- To adhere to YTEPs contractual and non-contractual policies at all times.
- Act in the best interest of YTEP at all times

# PROFESSIONAL DEVELOPMENT

As a responsible employer we value the importance of professional formation and expect our employees to be open to ongoing training towards fulfilling their roles.

We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-2-1s with the Chair of CAMC as your line manager and all the support that comes from being part of a regional charity and a Christian community.

## ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment check (e.g. references).

| Quality                            | Essential   | Desirable   |
|------------------------------------|---|---|
| <b>Attributes</b>                  | <p>Willingness to support the aims, values and vision of YTEP as a Christian charity</p> <p>Highly organised with an eye for detail</p> <p>Excellent written and oral communication skills</p> <p>Team player able to nurture team culture and working practices with colleagues and partners who are working at a distance</p> <p>Self-starter, able to work flexibly and on own initiative</p> <p>Integrity and financial probity</p> <p>Able to represent the organisation regionally and nationally</p> |   |
| <b>Experience</b>                  | <p>Experience of academic administration in further or higher education</p> <p>Experience of quality assurance processes including validation and external academic review</p>  | <p>Experience of Common Awards</p> <p>Senior administrative experience in higher or theological education</p> |
| <b>Knowledge and understanding</b> | <p>Educated to degree level</p>   | <p>Familiarity with governance requirements for charities</p> <p>Familiarity with accounting practices</p>    |
| <b>Skills</b>                      | <p>Able to draft reports/papers and minutes</p> <p>Skill in office budgeting and accounting</p> <p>Able to identify synthesise and communicate complex information</p> <p>Proficient in the use of IT for communication and data management</p> <p>Use of online learning platforms</p>   | <p>Able to report to board/trustee meetings</p> <p>Able to design, maintain and use Moodle sites</p>          |



# OUTLINE TERMS AND CONDITIONS

|                         |  |
|-------------------------|--|
| <b>Location</b>         | Flexible as agreed - Home or office based at the Mirfield Centre of the College of the Resurrection, Mirfield  |
| <b>Salary</b>           | £17,000 - £19,000 per annum dependent upon experience<br><br>(FTE £34,000 - £38,000)   |
| <b>Hours</b>            | 18.75 (0.5 FTE)<br><br>Working pattern to be agreed with the Chair of CAMC   |
| <b>Pension</b>          | YTEP is an auto-enrolment employer and a member of the 'NEST' pension scheme. If you are eligible for pension contributions, you will be enrolled into the scheme and a minimum level of employee pension contributions will be deducted from your salary. YTEP will pay an employer's contribution of 5%. |
| <b>Annual Leave</b>     | 25 days, plus bank holidays (pro rata)   |
| <b>Probation Period</b> | 3 months   |
| <b>Contract Type</b>    | Open   |
| <b>Notice Period</b>    | 3 months   |
| <b>DBS Requirement</b>  | None   |

# APPLICATION PROCESS

If you would like you to find out any more about the role, please contact [gary.wilton@churcharmy.org](mailto:gary.wilton@churcharmy.org)

To apply, please submit a YTEP Application Form which is available with the job advert on our website.

Deadline: Noon Wednesday 8<sup>th</sup> December 2022

Interview date: Thursday 15<sup>th</sup> December 2022

## What to expect from our Recruitment Process:

- Email your application to [gary.wilton@churcharmy.org](mailto:gary.wilton@churcharmy.org)
- One of our team will acknowledge your application
- Applications are shortlisted against the role specifications
- You will be contacted as to whether you have been invited to interview

## Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.



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