



INVITING APPLICATIONS:

Academic Administrator, Cranmer Hall

OVERVIEW	
Job title:	Academic Administrator, Cranmer Hall
Responsible to:	Academic Dean, Cranmer Hall
Responsible for:	See Key Responsibilities
Working alongside:	Cranmer Hall Academic Team, Cranmer Hall Operations Team, Cranmer Hall teaching and tutorial staff
Grade	Grade 5 of the St John's College Graded Pay Scale
Salary range:	Currently £24,174 per annum WTE
Contract type:	0.8 WTE
Working arrangements:	Weekday office hours, days worked to be agreed.
Benefits:	Pro rata 27 days annual leave plus statutory holiday and University customary days, St John's College Group Personal Pension Plan
Closing date:	Friday 5 August 2022
Interview date:	Friday 12 August 2022

ABOUT ST JOHN'S COLLEGE AND CRANMER HALL

Founded in 1909 as an evangelical Anglican foundation, St John's College has over the years pursued a two-fold vision: to offer training for church leaders within a world-class university while also offering Christian hospitality to students from a wide range of academic disciplines at undergraduate and postgraduate levels.

Cranmer Hall, the theological college within St John's College, offers theological training for Anglican ordinands, trainee Free Church ministers, and undergraduates and postgraduates studying theology, ministry and mission within a confessional context. Rooted in an evangelical tradition, Cranmer Hall has over the years proved a generous home for people training from a range of Christian backgrounds.

With 60 ordinands and over 100 students as part of the current learning community (including almost 20 on the Free Church Track), Cranmer Hall has a unique role in training people in the context of the North East for mission in the North of England and beyond. It has a reputation for excellent theological education across a range of academic pathways, a rich experience of placements across the region and beyond, and a commitment to shared learning across a diverse community.



VISION AND PURPOSE

Cranmer Hall delivers taught undergraduate and postgraduate programmes: the BA in Theology, Ministry, and Mission is validated via Durham University's Common Awards scheme, while the MA in Theology and Ministry is directly validated by Durham University. Both programmes are entirely taught and administered by Cranmer Hall, and there are currently approximately 50 students registered on each programme. They are a core part of the excellent teaching and training for ministry that we provide, and receive outstanding feedback from students and external examiners.

We have a close partnership with Durham University's world-leading Department of Theology and Religion, with whom we deliver a leading professional Doctorate of Theology and Ministry. Many of our students take modules from Department taught programmes and vice versa, and there is some interchange of staff supervision and teaching.

The Academic Administrator provides administrative support for Cranmer Hall's BA and MA programmes and processes, from registration and enrolment, through Boards of Studies, assessments and marking, module evaluation, to Boards of Examiners and publication of results.

The Academic Administrator works closely with the Director of Undergraduate Studies, Director of Postgraduate Studies, and Academic Dean, the four of whom together form the Academic Team; and also works within the Operational Team to deliver excellent professional support across the wider Cranmer Hall offering (which includes formational and community aspects).

For more information, please see the Cranmer Hall website www.cranmerhall.com

KEY RESPONSIBILITIES

Academic Administrator

- Supporting all academic processes and technologies, including Learn Ultra (virtual learning environment); the academic section of SharePoint (programme-level documentation); Banner (student records).
- Secretariat to Boards of Studies and Boards of Examiners.
- Administration of teaching and modules, including room bookings, student enrolment and registration, module choices (for credit and audit).
- Administration of assignments and dissertations, liaising with markers, overseeing submission points and return of marks and feedback.
- Liaising well with Common Awards, with Durham University's Student Registry and Curriculum Learning and Assessment Service (CLAS), and with the Department of Theology and Religion.
- Managing internal student records and student information ensuring excellent management of personal data and compliance with GDPR.



- Managing accurate student billing information including individual fee and bursary amounts, providing the Finance team with the necessary information to bill students and be able to respond to queries in a timely manner.
- Manage spending relating to academic costs, such as external teaching expenses, internal fee recharges and other costs.
- Delegated authority to authorise expenses and invoices relating to academic costs.

Administrative and secretarial support

- Working within the wider Cranmer Hall Operations Team to support and enable the delivery of the Cranmer Hall programmes.
- Provide support for networks, committees and meetings, to draft and distribute documents and communications in standard professional formats, both for Cranmer Hall and when required for the wider college.
- Maintain relevant databases, manipulate data and present in relevant formats.

Other

- Maintain awareness of and compliance with relevant University and College policies, regulations and procedures.
- Maintain continuing professional development.
- Undertake all other duties appropriate to the grade and role, as directed by the Academic Dean.

PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Demonstrable passion for, and experience in, good administration and operational support	X	
2	Excellent IT skills including use of email, calendar, word processor, spreadsheets, and databases	X	
3	High attention to detail, and ability to produce accurate work to deadlines and under pressure	X	
4	Excellent interpersonal skills and able to relate well to students and professional colleagues across the University	X	
5	An exceptional level of self-awareness and ability to serve in a confidential, collaborative and resilient manner, including working effectively within teams	X	
6	Experience of working in an administrative role within the University sector		X
7	Understanding of academic processes including admissions, registration, assessment		X



APPLICATION PROCESS

The application should include:

- Letter of application, indicating fulfilment of essential and desired criteria
- Current CV
- Names and contact details of three referees (including current or most recent line manager)

Applications should be submitted by email to cran.exec@durham.ac.uk by 4pm on Friday 5 August.

For an informal conversation, please speak to Emma Parker, Deputy Warden at Cranmer Hall, St John's College: cran.depwarden@durham.ac.uk