



INVITING APPLICATIONS:

Leadership Training and Access Assistant, Cranmer Hall

OVERVIEW	
Job title:	Leadership Training & Access Assistant, Cranmer Hall
Responsible to:	Leadership Training & Access Officer
Responsible for:	See Key Responsibilities
Working alongside:	Warden of Cranmer Hall, Director of the Free Church Track, Cranmer Hall Operations Team
Grade	Grade 4 of the St John's College Graded Pay Scale
Salary range:	Currently £22,254 per annum WTE
Contract type:	0.5 WTE
Working arrangements:	Weekday office hours (with some occasional evenings and weekends) 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 16 September 2022
Interview date:	Friday 23 September 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. It has a growing partnership with local churches in identifying and training leaders, including



pioneering the running of a CPAS Growing Leaders course attended by over 40 people from 13 Free Churches in the region.

VISION AND PURPOSE

Cranmer Hall, St John's College is starting two initiatives which will increase significantly access to theological and leadership training across the North-East: 10 fully-funded bursaries for students to access theological training at Cranmer Hall and a new Leadership Training & Access Officer who will expand Cranmer Hall's existing partnerships with local churches identifying and training future leaders.

Made possible by a long-term grant from the Relay Trust, a charity working in theological education in Africa but now partnering with some key UK institutions, these initiatives represent a substantial investment by Cranmer Hall in addressing barriers and enabling wider participation in theological and leadership training.

The fully-funded Relay Bursaries will be worth up to £17k per year and will offer women and men, who live across the region or who can demonstrate a call to serve in the region, the opportunity to access a full-time or part-time course at Cranmer Hall which will equip them theologically and practically for leadership in the local church.

The Leadership Training & Access Officer will develop the existing work which Cranmer Hall is doing in supporting local churches and denominations in their leadership development and training.

The Leadership Training & Access Assistant will support the Leadership Training and Access Officer in their building relationships with church leaders across the North East and their delivery of leadership training programmes.

KEY RESPONSIBILITIES

Key responsibilities

- Undertaking administrative and operational support tasks for the Leadership Training and Access Officer including: supporting the smooth running of leadership courses through participant registration and communication, production of teaching materials and publicity; maintaining regular communication with local church leaders, undertaking some diary support and planning meetings
- Working with the wider Cranmer Hall Operations team to serve the delivery of the Cranmer Hall programmes

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



PERSON SPECIFICATION

	Criteria	Essential	Desirable
	Demonstrable passion for, and experience in, good administration and operational support	x	
	Excellent written communication and textual skills, with an eye for detail and a proven ability to draft and edit copy for a range of audiences	x	
	Strong awareness of, and experience in, digital communication, including possibilities and norms of social media	x	
	Excellent interpersonal skills and able to represent Cranmer Hall well to a range of stakeholders across the region	x	
	An exceptional level of self-awareness and ability to serve in a confidential, collaborative and resilient manner, including working effectively within teams.	x	
	Experience of working in an admin role within the Church or University sector.		x
	Knowledge of local church contexts across the North East.		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

For an informal conversation, please speak to Ian Galloway, Director of the Free Church Track at Cranmer Hall, St John's College email ian.d.galloway@durham.ac.uk