



Executive Assistant to the Warden and Communications Officer (Maternity Cover) Cranmer Hall, St. Johns College

OVERVIEW	
Job title:	Executive Assistant to the Warden and Communications Officer – Cranmer Hall
Responsible to:	The Warden of Cranmer Hall
Responsible for:	N/A
Working alongside:	Admissions and Placement Secretary, Academic Administrator
Grade	Grade 5 of the St John's College Graded Pay Scale
Salary:	Currently £24,952
Contract type:	Fixed-term (Maternity Cover) – 1 September 2023 – 30 June 2024
Working arrangements:	Full-time
Pension:	St John's College Group Personal Pension Plan
Holidays:	27 days annual leave plus statutory holidays and University customary holidays, pro rata
Start date:	1 September 2023, or as soon as possible thereafter
Closing date:	Friday 16 June 2023 (12 noon)
Provisional interview date:	Friday 23 June 2023 (am)

ABOUT ST JOHN'S COLLEGE

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 over 40 ordinands and over 100 students as part of the current learning community (including over 30 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 is one of only two residential theological colleges in the Northern Province and 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 longstanding commitment to the training of people for ordained leadership together with collaborative ministry.

We particularly welcome applications from those who will enhance the diversity of our existing team.



JOB SUMMARY AND PURPOSE

St John's College seeks to appoint a person of excellent operational, interpersonal and communication skills to serve for a fixed term as Executive Assistant to the Warden and Communications Officer within Cranmer Hall. It offers the successful applicant the chance to serve within a vibrant and energetic College and contribute to academic and formational programmes which seek to further the mission of God through the church.

The Executive Assistant and Communications Officer plays a key role in supporting the work of the Warden and Cranmer Hall Officer team (Warden, Deputy Warden, Academic Dean, and Operations Director) and ensuring a strong and positive presence for Cranmer Hall across a range of media channels.

The post holder will be expected to exercise a high level of personal responsibility and initiative, balancing competing demands on their own time and maintaining strict confidentiality on sensitive matters.

The post holder will work in close collaboration with the Admissions and Placement Secretary and the rest of the Cranmer Hall Operational team, to ensure that there is an integrated approach to operations and administration within Cranmer Hall and St John's College.

KEY RESPONSIBILITIES

- Undertaking administrative and operational support tasks for the Warden (and, where appropriate, other members of the Cranmer Hall Officers (CHO) team), including: proactive diary management; leading on processes around staff recruitment, induction and meetings; organising and managing set-piece events for external stakeholders (e.g. Bishops and Diocesan Director of Ordinands); planning and minuting management and governance-level meetings; responding on behalf of Warden to a range of communication and requests; assisting the production of liturgical and teaching materials
- Managing the ordinand reporting process, including detailed editing of ordinand reports and keeping accurate student records
- Administering DBS checks, when required, for St John's College staff
- Organising and administering key annual events at Cranmer Hall, with the support of other team members
- Proactively working with the CHO team to ensure an integrated approach to internal and external communications, representing the team well to a range of stakeholders across the Church and University
- Working with the Admissions and Placement Secretary to coordinate tasks and workload across the Operations Team
- Maintaining a strong and positive social media presence, including working proactively with operational and tutorial colleagues to identify and develop content; this will involve taking initiative and developing content independently.

The above list should be seen as indicative rather than prescriptive. More detailed areas of responsibility commensurate with the grade and ways of working will be finalised, in consultation with the post-holder.



PERSON SPECIFICATION

	Criteria	Essential	Desirable
1	Demonstrable passion for, and experience in, good administration and operational support	x	
2	Proven ability to think strategically and work proactively with a solution-focussed approach on challenges	x	
3	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	
4	Strong awareness of, and experience in, digital communication, including possibilities and norms of social media	x	
5	Excellent interpersonal skills and able to represent Cranmer Hall well to a range of stakeholders across the Church and University	x	
6	An exceptional level of self-awareness and ability to serve in a confidential, collaborative and resilient manner, including working effectively within teams.	x	
7	Capacity to work constructively within the evangelical and ecumenical tradition of Cranmer Hall, celebrating diversity across the life of the community	x	
8	Experience of working as a PA/EA, with relevant skills in diary management and team support		x
9	Knowledge of the Church of England and its processes of discernment and formation		x
10	Knowledge of the higher education sector		x
11	Some experience of editing and uploading video content		x

This role is subject to the successful applicant providing proof of eligibility to work in the UK.

A satisfactory DBS declaration will be required at the time of taking up the post.

APPLICATION PROCESS

Applications should be by a covering letter of no more than 2 sides of A4 setting out the candidate's suitability and interest in the role. This should be accompanied by a CV which should contain the names, addresses, email details and telephone numbers of three referees.

All documents should be emailed to Gail Bentham, Admissions and Placement Secretary to cranmer.admissions@durham.ac.uk

For an informal conversation, please contact the Warden, Revd Canon Dr Philip Plyming, on cranmer.warden@durham.ac.uk.

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