

## Job Description Academic Dean, Cranmer Hall

| OVERVIEW                     |   |
|------------------------------|---|
| <b>Job title:</b>            | Academic Dean, Cranmer Hall   |
| <b>Responsible to:</b>       | Warden of Cranmer Hall  |
| <b>Responsible for:</b>      | Learning & Teaching Co-ordinator, Directors of Studies, and other staff as agreed by College Officers |
| <b>Working alongside:</b>    | Vice Principal, Deans of Formation  |
| <b>Grade:</b>                | Lichfield Scale for Theological College Staff   |
| <b>Salary:</b>               | £30,920 plus a taxable housing, car and entertaining allowance of £16,520                             |
| <b>Contract type:</b>        | Permanent   |
| <b>Working arrangements:</b> | Full time (35 hours per week)   |
| <b>Pension:</b>              | Church of England Funded Pension Scheme (ordained Anglican) or USS (lay/non-Anglican)                 |
| <b>Holidays:</b>             | 27 days annual leave plus statutory holidays and University customary days                            |
| <b>Start date:</b>           | 1 September 2025 or as soon as possible thereafter  |
| <b>Closing date:</b>         | Monday 16 June 2025   |
| <b>Interview date:</b>       | Monday 23 June 2025   |

### 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. Cranmer Hall has close links with the Department of Theology & Religion in Durham University and a number of staff are Honorary Fellows in the Department.

Cranmer Hall provides training for Anglican ordinands and Free Church students, together with independent students. Alongside our residential ordination pathway, our context-based pathway offers ordinands the chance to train whilst being based in a local ministry context. A particular strength of Cranmer Hall is our postgraduate learning community with around 40 students studying for an MA in Theology and Ministry and 45 on our sector-leading Doctorate in Theology and Ministry (DThM) programme, delivered jointly with the Department of Theology & Religion.

Cranmer Hall thus 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 of the Church of England 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.

## **JOB SUMMARY AND PURPOSE**

The role of Academic Dean is to oversee and further develop the academic life of Cranmer Hall within St John's College, ensuring that teaching and research is of the highest standard and that our programmes continue to engage vibrant cohorts of students at all levels. There is also the opportunity for the successful applicant to take on the role of Co-director of the DThM alongside the Co-director in the Department of Theology & Religion, with concomitant reduction in other responsibilities.

## **KEY RESPONSIBILITIES**

### **Leadership**

- To serve as a Cranmer Hall Officer (CHO) within the senior leadership team, with oversight of the vision, strategy, and development of our formational community.
- To line manage the Learning & Teaching Co-ordinator, Directors of Studies, Librarian, and Leech Fellows.
- To deputise for the Warden or other Cranmer Hall Officers as required.

### **DThM Programme and Research**

- To serve as Co-director of the DThM Programme alongside the Co-director in the Department of Theology & Religion (for a suitably qualified candidate and subject to negotiation of other responsibilities).
- To be active in research, and oversee the research life of St John's College, enabling staff and students to develop as researchers. This includes membership of Research Committee and responsibility for research ethics applications.
- To co-ordinate College Fellowships, support the academic and extracurricular life of the College through public events and seminars, and serve on the Scholarships Committee, in collaboration with the Vice Principal.

### **Academic Processes and Quality Assurance**

- To lead the Academic Team in ensuring that academic programmes are delivered to a high standard. This includes chairing the Staff-Student Consultative Committee, Board of Studies, and Board of Examiners.
- To lead the development of academic programmes within Cranmer Hall, including through supporting recruitment and exploring new and creative ways for Cranmer Hall to serve the wider mission of the Church.
- To oversee the College library including by chairing Library Committee.

### **Stakeholder Engagement**

- To ensure through networking and other communication that Cranmer Hall maintains and develops its strong profile as a centre of excellence in both research and teaching within the Church.
- To act as a key link with the Department of Theology & Religion and Durham University to maintain and enhance our strong and effective links.

### **Teaching and Tutorial Responsibilities**

- To be active in teaching and supervision at BA, MA, and doctoral level.
- To tutor up to 6 ministers in training, supporting Christlike ministerial formation.
- To participate in, lead, and preach at College worship.

### PERSON SPECIFICATION

**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.**

|    | Criteria   | Essential | Desirable |
|----|--|-----------|-----------|
| 1  | Proven strategic and decision-making skills and capacity to develop and implement successfully new initiatives | X         |           |
| 2  | Proven ability to offer leadership to, and work well within, a team  | X         |           |
| 3  | Doctoral-level theological qualification and experience of academic teaching                                   | X         |           |
| 4  | An exceptional level of self-awareness and ability to serve in a collaborative and resilient manner            | X         |           |
| 5  | A strong awareness of the present realities and future possibilities for theological research and teaching     | X         |           |
| 6  | Capacity to work constructively within the evangelical and ecumenical tradition of Cranmer Hall                | X         |           |
| 7  | Demonstrable passion for, and skills in, supporting men and women training in Christian mission and ministry   | X         |           |
| 8  | A willingness to participate in and lead daily College prayer and worship                                      | X         |           |
| 9  | A satisfactory DBS declaration is required at the time of taking up the post                                   | X         |           |
| 10 | Experience of working within a TEI   |           | X         |
| 11 | Experience of leadership in a ministerial context  |           | X         |
| 12 | Experience of programme direction or other administrative roles within an academic department or institution   |           | X         |
| 13 | Demonstrable research excellence through publications, awards, learned society membership                      |           | X         |
| 14 | Demonstrable pedagogical excellence, e.g. a level of fellowship of the Higher Education Academy                |           | X         |

### APPLICATION PROCESS

Applications should be by covering letter demonstrating how the candidate meets the criteria in the person description, accompanied by a CV and the names, addresses, email addresses, and telephone numbers of three referees. All documents should be emailed to [cran.exec@durham.ac.uk](mailto:cran.exec@durham.ac.uk).

For an informal conversation, please contact the Warden, the Revd Dr Nick Moore, on [cranmer.warden@durham.ac.uk](mailto:cranmer.warden@durham.ac.uk).

**Closing date for applications:** by 5pm on Monday 16 June 2025

**Date for interview:** Monday 23 June 2025