



Admissions Administrator

This role plays an important part in ensuring effective recruitment and enrolment of students to programmes and courses at St Mellitus College. They will be responsible for day-to-day administration within the admissions team facilitating both national systems and processes and local delivery of admissions activities within the London teaching centre, as well as some general office administration, under the oversight of the Admissions Officer. St Mellitus College works to comply with regulatory requirements related to recruitment, selection, and admissions.

St Mellitus College (SMC) is one of the leading theological training colleges in the world, seeking to provide innovative theological education and training for those called to serve Christ in the church and the world. Our vision is to see theologically confident and committed followers of Jesus in every church. We are a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate, and postgraduate levels is vibrant and rigorous.

EXPECTATIONS

All operations staff are expected to engage in four primary areas which should be exhibited in their delivery of key tasks and responsibilities and in their own personal qualities and character. Engagement in each of these areas may take a number of different forms dependent on the individual, their experience, areas of expertise, and personal and professional development.

Commitment to Operational Excellence	We are ambitious in our pursuit of operational excellence, offering high quality administrative functions and support which enables and enhances the delivery of all aspects of college life. We aspire to be efficient, productive, precise, and dedicated, striving to provide the best possible operational functions across all aspects of college life. This includes being proactive in our approach to tasks and delivery, innovating where appropriate, with a personal drive and self-motivation to improve, invest in and develop skills and knowledge, setting stretching goals for responsibilities within our role and teams (where applicable).
Commitment to the Team	We are committed to supporting the team with a sense of personal responsibility for its overall success. We strive to have strong relational foundations, enabling the flourishing of others and are proactive in our approach to collaboration and communication. We adopt a servanthood approach, are generous with our time and skills and consider the impact on others in all that we are and do.
Commitment to Formation	We believe all Christians should be investing in the formation of Christ-like character, formed by the Holy Spirit. We are committed to growing in Christ-likeness, where we have an openness to developing our understanding of who we are and who we are becoming. We want to be receptive to feedback and model a willingness to admit and learn from our mistakes. We strive to be attentive to our own spiritual growth and our personal development in areas of self-awareness, self-management, our understanding of others, and our ability to resolve conflict constructively and build healthy relationships.
Commitment to the Vision	We are committed to seeing theologically confident and committed followers of Jesus in every church and are ambassadors for the vision, values, and work of the college. We are prayerful and have a passion for the College's mission and seek to celebrate and accelerate it to the best of our ability through our contribution in our roles and in the team. We seek to participate fully in the wider life of the college through times of prayer and worship and in our engagement with students in order to deepen our connection with the vision.

KEY TASKS

Admissions focussed responsibilities include, but are not limited to:

Admissions enquiries:

- Provide telephone and email support advising prospective students about SMC courses
- Monitoring and answering emails in St Mellitus College Info mailbox
- Act as the point of contact for London based staff on admissions
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent);

Administrate and deliver all aspects of London Monday Open Days and London Tuesday Open Evenings:

- Manage bookings for Open Days and Evenings in London
- Administrate logistics for Open Days and Evenings, including advance preparations such as confirming welcome team, staff involvement, catering and verger requests, and ensuring smooth running of events on the day
- Gather feedback from open day and evening events and implement changes as agreed in review with the Admissions Officer
- Responsible for submitting invoices to accounts for payment to suppliers used in the running of all open days/evenings

Processing student applications, including specific responsibility for London Ordinands:

- Track applications, liaising with centre administrators as required
- Review student applications against the admissions criteria and entry requirements, inviting prospective students to interview and performing ID and qualification checks
- Administrate online zoom meetings and sending interview packs for interview days and ensure smooth running of interview days
- Draft offer letters
- Act as the point of contact for applicants and provide excellent customer service
- Monitor and maintain accurate records on admissions database
- Act as point of contact between the college and several key dioceses with regards to applications
- Ensure KPI information for Ordinands, and other student pathways as relevant, is kept updated and accurate

Enrolment of new students:

- Compile electronic Welcome Packs and hard-copy Induction Packs for new students
- Compile Induction Email for new students
- Transfer students' files from admissions files to main student files during the enrolment period
- Assist with the London centre local student induction days at the start of the new academic year, and the College's National Launch Event for incoming students held in September
- Print badges for new students
- Create student photo sheets

General Admissions Administration

- Assisting Admissions Officer in ensuring admissions and programme information is kept up to date, including working with the Communications team as part of the annual website audit
- Coordinate Calendar invites for admissions events
- Office administration for admissions review meetings, including minuting
- Researching marketing opportunities for college admissions, including college fairs and events, and exploration of sector trends and prospects

Office Administration

- Answer and screen general telephone enquiries to the college
- Coordinate Calendar invites for admissions events
- Distributing post to colleagues
- Print staff badges, and keep office signs updated
- Monitoring of shared email inboxes during busy periods or staff absences, filing or data entry tasks as required

- Assisting with wider operations team tasks as required, particularly during Term 1, including Registry or Programmes team tasks related to module enrolment, supervisor events, introductory streams support, student and staff socials.

Other Responsibilities

- Undertaking such other duties appropriate to the post as may be assigned by the Admissions Officer or Management as required.
- Playing a full part in the College's wider operations team including:
 - Helping with hospitality of students on teaching days and Teaching Weeks by serving during coffee or meal times
 - Work at ordinand residentials or other college events as required for which time off in lieu / flexi-time will be arranged where relevant
 - Providing general office support as a shared responsibility of operation team members
 - Work in connection with the wider operations team on supporting SMC-related activities, general administrative duties, special projects and other tasks, as required
- Attending all meetings of the local and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events
- General administrative duties and other tasks, as required by Leadership.

This list is not exhaustive and additional duties may be needed as deemed appropriate by management.

KEY COMPETENCIES

Essential:

- An enthusiasm for organising and administration with demonstrable recent administrative experience
- Excellent ability to pay close attention to detail whilst working to tight deadlines, prioritise and coordinate work loads
- Customer service driven – a servanthood approach, with demonstrable recent customer facing experience
- A committed and professional approach to helping build the Centre
- Excellent people and telephone skills
- Good IT skills – ability to use Microsoft Office packages, including Excel, Outlook and Word.
- Aptitude for quickly learning new systems, processes and digital tools.
- Systematic thinker with an aptitude for identifying and anticipating the wider impact of tasks and decisions and making appropriate adjustments.
- Flexible, reliable self-starter who is both self-motivated and a team player able to collaborate and work well with others.
- Exercises discretion and confidentiality handling information with integrity and professionalism
- Support of St Mellitus College's mission to 'provide innovative theological education and training for those called to serve Christ in the church and the world.'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry.
- Support of St Mellitus College's commitment to 'provide training that represents a generous Christian orthodoxy and that trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training'.
- GCSE or equivalent in English and Maths and educated to A level or equivalent

Desirable:

- Experience of working in the Higher Education admissions sector
- Experience of working in an events-based role
- Knowledge of Church of England's discernment process for entering ordained ministry
- Educated to degree level

WORKING ENVIRONMENT

The College is dedicated to providing theology in the context of worship, unity and mission, all of which helps Christians explore their faith more deeply. We are outward-looking, prayerful and striving for excellence in everything we do. We seek to be professional at all times, taking God seriously but not ourselves.

St Mellitus College is a place of hope and commitment to the gospel borne out of a new vision for theological training and formation, and out of a spirit of partnership. The College is enriched by the quality and diversity of the students and staff in our community, coming from widely different church cultures and traditions but who nevertheless are all sharing and learning together. We are passionate about the formation of Christian character and unity in the church. The college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

JOB REQUIREMENTS and BENEFITS:

- This is a full-time, 35-hour per week position [1 fte]
- The employer will be St Mellitus College.
- 25 days holiday per annum (pro rata): please note term times, holidays will usually be granted around these and/or half-terms. The holiday year runs September-August
- The post will be based at our London Centre. While the contractual workplace will be at the St Mellitus College teaching centre, staff are given the opportunity to deliver their roles through a combination of onsite and remote working on an informal arrangement with a minimum of two days per week in the office. Some limited UK based travel may be required.
- SMC contributes to a pension scheme at the auto-enrolment set rate. After 2 years of service, the employer's contribution is increased to 5%. You may make contributions above the statutory minimum at any rate you wish.
- Salary £25,250-£26,500, depending on experience. This includes London weighting.

