



## SMC South West Administrator

This role will play an important part in ensuring the smooth delivery of programmes at our South West teaching Centre based in Plymouth. They will be responsible for administrating the delivery of programmes and admissions processes at our South West Centre, providing administrative support to the Centre Director to facilitate their effective delivery of duties, and offering efficient administrative and office support.

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.

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| <b>Commitment to Operational Excellence</b> | 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). |
| <b>Commitment to the Team</b>               | 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.  |
| <b>Commitment to Formation</b>              | 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.                                       |
| <b>Commitment to the Vision</b>             | 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**

### **Administrate South West Programmes**

- Administrate the running of the South West teaching day
- Holding pre-, during and post- programme checklists to ensure all administrative tasks are managed in a professional, timely and efficient manner
- Responsible for confirming worship leaders and speakers, organising hosts, volunteers, and caterers for the successful running of the SW Tuesday programmes
- Liaising with St Matts Church staff to ensure the rooms are booked and set-ups and pack down are confirmed
- Organising food and refreshments for programmes and overseeing hospitality including welcoming and serving students and speakers
- Liaising with teaching staff and guest lecturers to ensure they are informed of programme details, ensure we have their notes, biographies, and any teaching requirements / equipment they need for their session
- Administrate speaker honorariums, expenses and thank yous
- Updating Moodle with handouts for students
- Monitor and answer emails in the South West mailbox
- Send invitations to external speakers for the South West centre, including midweek and afternoon programmes, to find mutually agreeable teaching dates and act as liaison from invite to post teaching
- Create weekly South West timetables, ensuring they are kept updated throughout the year and presented at local meetings
- Administrate and develop the South West Centre weekly emails
- Assist Centre Director in creating the Forge timetable; gathering feedback and implementing reviews on sessions and speakers, constructing draft timetable, assigning hosts to speakers, administrate forge booklets creation

### **Admissions Operations Administration**

- Providing telephone and email support advising prospective students about SMC SW programmes, acting as a point of contact for applicants, and managing SW general enquiries inbox
- Administrate and deliver Open Day Events
- Processing and tracking applications, maintaining accurate records on admissions database
- Scheduling candidate interviews and taking up applicant references
- Issuing responses / offers to prospective students by email

### **Administrate delivery of centre, in relation to staff and building**

- Administrate the administration of South West local staff meetings, assisting the chair with constructing agendas, minuting, and organising catering
- Administrate the South West Centre Bishop report round table meetings
- Health and safety induction for new South West Staff members
- Booking staff travel as required
- Greeting and hosting guests and visitors and providing hospitality for meetings
- Liaise with Head of Communications about communication with local networks to promote our courses (incl. getting Open Day dates on Diocesan websites & newsletters etc.)
- Oversee volunteers

### **Administrate, develop and deliver all aspects of the South West Events**

- Spouses and supporters' events
- Supervisor day and future supervisor day events
- South West Centre induction day for new students
- End of term celebrations
- Student socials

### **Office Administration**

- Managing local physical library resources, in liaison with the London Librarian and Lead Tutor for Learning Resources, including:

- Ordering and ensuring new and donated books are catalogued
- Ensuring returned books are recorded and shelved, stocktaking the library and renewing books as required
- Where necessary, assisting students in issuing library books
- Operational support for National Bishop Report processes
- Operational support for Safeguarding training
- SW Finance administration, including conducting the South West credit card reconciliation, staff expenses and paying of catering invoices

### **Administrative support to South West Centre Director**

Administrative support for the South West Director with the running of the South West

### **Other Responsibilities**

- Undertaking such other duties appropriate to the post as may be assigned by the Line Manager or Centre Director 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, and HTB Group Staff Meetings
- General administrative duties and other tasks, as required by Leadership.
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

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

### **KEY COMPETENCIES**

Essential:

- Open to innovative approaches and willing to try new ways of working
- Calm under pressure, demonstrating resilience and grace during busy or challenging periods
- Personable and adaptable – able to relate well to a wide range of people and flex relational style appropriately
- Balances attention to detail with an awareness of broader goals, keeping both the immediate task and the wider purpose in view
- An enthusiasm for co-ordinating, organising and administration
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable, and proactive team player
- Customer service driven – a servanthood approach
- 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 Word, Outlook, PowerPoint, and Excel.
- Flexible, reliable self-starter who is able to collaborate and work well with others.
- 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'.

## 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 position [1.0fte]
- 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 South West 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.

