

## **King's School of Theology Recruitment**

King's School of Theology has 2 exciting opportunities for the right candidates to get involved with our life transforming theological education. KST equips Christians and serves churches across the UK to make a difference through theological education and reflection. If you want to be part of this story, read on!

The jobs below correspond to 2 areas of work covered by KST staff. The posts are offered initially at a fixed 12 month term, partly to cover maternity leave, but could become permanent posts for the right candidates. We are approaching the recruitment of these posts with flexibility such that we add the right people to the team to continue the future development of KST.

### **Course Operations Manager/Administrator – 12 months (2 days per week)**

King's School of Theology are looking for an organised, self-motivated and enthusiastic individual to deliver KST operations for a 12 months contract from May 2020. We are looking for an individual who is able to deliver excellent administration in order to ensure the smooth running of KST, in its diverse aspects. In addition to that which is detailed here, the specific responsibilities and role can be tailored to the strengths and skills of the successful applicant. The level of responsibilities will depend on applicant experience and suitability. The key responsibilities of this role include:

- Responsibility for the operational planning of each KST weekend, including venue booking and event management, tutor communications, and collating, formatting and printing notes. Operational support for other events such as Graduation.
- Responsibility for communications with students before and after the weekends. Facilitating regular communication with other stake-holders, including alumni, church leaders and potential students.
- Responsibility for providing administrative support to the Principal and Academic Manager, Track teams and the KST Exec.
- Responsibility for the admissions process, including student applications and finance forms.
- Finance administration.

In addition to the responsibilities above the successful candidate will be a good organiser and communicator, able to work with a minimal amount of supervision and able to work to deadlines. Candidates should have a good GCSE pass (or equivalent) in Maths and English. Training will be given on specific software packages including our online learning platform (Moodle), although competent use of Microsoft Office is required. The successful candidate must have a permit to work in the UK.

The role will normally be home-based working, but with travel to meetings as necessary. Exact hours and days of work are negotiable, but assumed to be during normal weekday working hours. Attendance at the five KST teaching weekends is not required, but is desirable.

Salary in the range £19,000-£25,000 pro rata. We pay contributions to a pension scheme, and offer 25 days holiday pro rata, in addition to bank holidays.

### **Academic Manager – 12 months (2 days per week)**

King's School of Theology are looking for an organised, self-motivated and enthusiastic Academic Manager for a 12 months contract from May 2020. We are looking for an individual who is able to manage excellent theological education across the KST curriculum. The successful candidate will oversee the planning and delivery of theological training that serves students in various vocational and ministry settings. In addition to that which is detailed here, the specific responsibilities and role can be tailored to the strengths and skills of the successful applicant. The key responsibilities of this role include:

- Responsibility for the academic programme, including student learning, student records, academic environments
- Responsibility for overall academic standards and the ongoing development and planning of course curriculum in line with overall vision and goals
- Responsibility for tutor liaison with respect to module content and delivery
- Responsibility for student learning, and the provision of differentiated support to help every student to grow
- Participation in teaching weekends in supporting the delivery of content and working with the staff team to deliver excellence.

In addition to the responsibilities above the successful candidate will be a good organiser and communicator, able to work with a minimal amount of supervision and able to work to deadlines. Candidates should have relevant theological education, and a demonstrated ability in the education arena. Training will be given on specific software packages including our online learning platform (Moodle), although competent use of Microsoft Office is required. The successful candidate must have a permit to work in the UK.

The role will normally be home-based working, but with travel to meetings as necessary. Exact hours and days of work are negotiable, but assumed to be during normal weekday working hours. Attendance at all KST teaching weekends is also required.

Salary in the range £23,000-£27,000 pro rata. We pay contributions to a pension scheme, and offer 25 days holiday pro rata, in addition to bank holidays.

**Applications by email for both posts, with CV and covering letter, should be sent to Mark Norridge by Monday 16<sup>th</sup> March 9AM. Interviews will be early-April, with a view to the post starting in April-May 2020.**

For more information or to apply please contact:

Mark Norridge, Principal

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