



## **Academic Administrator – The Cambridge Theological Federation (Part time, Fixed Term)**

Salary: £25,646 pro rata

Working Pattern: 0.6 FTE (24 hours a week) Fixed term contract for six months, which may be extended.

Office Location: Bounds House, Westminster College, Cambridge

Reports to: The Head of Central Services

**Application closing date: 11.59pm on Friday June 23<sup>rd</sup>**

**Interview date: Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July**

[The Cambridge Theological Federation](#)

The **Cambridge Theological Federation** is an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. The colleges that form the Federation represent a range of Christian traditions and the Federation supports those colleges in their mission and fosters engagement between people of different ecclesial and faith traditions and supports those engaged in research in theology and religious studies.

The Federation offers qualifications at all levels up to Doctorate level, and these are accredited by one of the Universities with whom we partner; currently, our university partners are: Durham University, Anglia Ruskin University, and the University of Cambridge. The Academic Support Officer will split their time between working with the Office Manager in supporting the smooth running of the Federation office and supporting other colleagues including the IT officer and University liaison officers with academic-related data entry tasks.

The person we are looking for will be resourceful, able to work tight deadlines and have previous experience in office administrative functions. Experience in an academic administrative environment would be an advantage

## The Role

The academic administrator supports the smooth running of the Federation by performing three main functions:

- Supporting University Liaison Officer colleagues in their roles by assisting with academic administration related to admissions, recording and management of coursework and assignments, and helping during our the exam season
- Supporting our IT team with database entry work, checking and correcting data on the database, and assisting in the preparation of statutory reports
- Supporting the administrative functions of the office, including the coordination of our awards ceremony in February, liaising with our cleaning and building maintenance teams, managing the room booking calendar, procurement of office supplies, looking after the petty cash and stamp supplies,

## Further details

The academic administrator has three areas of duty, these will present different demands at different times of the year. These areas are:

1. Supporting University Liaison Officer colleagues. The constituent Houses of the Federation work with three Universities: the University of Cambridge, Durham University, and Anglia Ruskin University. There is a university liaison officer (ULO) working within the Federation for each of these Universities. The ULO's liaise with staff at the universities and colleagues in the Federation houses to oversee the academic administration for these courses. The person in this role will assist the ULO's with student admissions, the recording and management of coursework and assignments, and helping out during exam season. The Academic Administrator also takes minutes for the termly oversight groups for each university. As part of the admissions process, the academic administrator must check the documentation of international students who are studying with us.
2. Supporting our IT team with database management tasks. We have an inhouse database which holds information on our students. The role holder will be assisting the IT team and the ULO's by making sure this data is up to date and correct. This work will include supporting the preparation of reports we need to send to statutory organizations like HESA, and the Office for Students.
3. Office administration. The role holder will also be responsible for tasks relating to the general running of the office, organising our annual awards celebration and supporting colleagues who are running the commendation ceremony in June (the awards celebration takes place each February and is an opportunity for students who have received a qualification in the past year to mark this moment). Responsibilities will include: liaison with our cleaners and building maintenance company, managing the meeting room calendar, our petty cash and stamps supply, occasional purchase of supplies for the office, monitoring the general enquiries inbox, and keeping a spreadsheet note of our staff members and the small number of students who have required a visa to study with us. Within this area of duty the

academic administrator also takes minutes from weekly team meetings and also the Federation Board and AGM.

### Person Specification

Person specification	Essential	Desirable
<b>Experience</b>		
Administrative and office management experience	X	
Data input and checking	X	
Event organization		X
Academic administration		X
<b>Skills and aptitude</b>		
Proficient in the use of MS products including Word, Excel, and Outlook	X	
Creating agendas and taking minutes from meetings	X	
Excellent written and verbal communication skills	X	
Ability to work under pressure and to identify, address and resolve difficult situations	X	
Attention to detail	X	
Meeting secretarial skills including creation of agendas, minutes	X	
Adaptable and able to work under pressure		X
Able to deal with a wide range of people from different backgrounds and cultures		X
Working with academic virtual learning environments like HEDWIG		X
<b>Qualifications</b>		
Educated to at least A level	X	
<b>Additional Requirements</b>		
Empathy with the academic and theological purpose and vision of the Federation		X

## Terms of Appointment

### Tenure and probation

The appointment will be made on a permanent basis, subject to satisfactory completion of a three-month probationary period. The probationary period may be extended for a further three months where appropriate.

### Hours of Work and Working Pattern

The hours of work for the position are 24 hours per week and can be worked within the whole week Monday to Friday, based on agreed flexible working arrangements.

### Pension

Subject to satisfactorily completing your probation period, you will automatically be enrolled to become a member of the Federation's pension arrangements.

### Annual leave

Full time employees are entitled to annual paid leave of 25 days plus public holidays. For reduced hours employees, annual leave will be pro rata'd based on days worked.

### General information

Pre-employment checks and right to work in the UK - we have a legal responsibility to ensure that you have the right to work in the UK before you can start working for the Federation.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

### References

Offers of appointment will be subject to the receipt of satisfactory references. We will require two references, one of which is from your current or a former employer.

## Application Process

**Applicants should submit a CV and covering letter to Andrew Chamberlain, Acting Head of Central Services, at: [coo@thefed.cam.ac.uk](mailto:coo@thefed.cam.ac.uk) by Friday 23<sup>rd</sup> June.**

**Interviews for this role will take place on Monday 3<sup>rd</sup> and Tuesday 4<sup>th</sup> July.**

*Note: this role may be applied for in conjunction with the University Liaison Officer, University of Cambridge role.*

Applications will be assessed as they are received so an early application is encouraged. We reserve the right to close the application process before the deadline date.

Conversations about flexible working are encouraged. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have a disability which we might need to accommodate during the interview process please let us know this in your application. General informal enquiries are welcomed and should be directed to: Andrew Chamberlain at [coo@thefed.cam.ac.uk](mailto:coo@thefed.cam.ac.uk)