University Liaison Officers (job share)
Position 1: Monday to Wednesday 9am to 5pm
Position 2: Wednesday to Friday 9am to 5pm

The Federation

The Cambridge Theological Federation, formed in 1972, is an ecumenical collaboration between eleven colleges and institutions who teach theology in Cambridge. The member institutions together fund the Federation and through it are able to offer their students access to degrees through Anglia Ruskin University, Durham University and the University of Cambridge.

The Federation is regulated by the Office for Students which enables us to offer student loans and to be registered with the Home Office to sponsor Tier 4 student visas. Registration brings a wide range of regulatory responsibilities including reporting to, and assessment by, the Quality Assurance Agency.

More details about the Federation and its member institutions can be found at www.theofed.cam.ac.uk

Bounds House team

The Federation employs a small central team at its Bounds House office that provides administrative support and central Information Services. All teaching and assessment of Federation students is provided by staff employed by the member institutions and independent scholars who are, for the most part, ordained practitioners skilled in both research and progressive teaching methodology.
The Role

Our University Liaison Officers support the academic and admissions staff at the Federation’s member institutions and act as the main link with the staff in the universities that validate the various degrees we offer.

The initial focus will be liaising with those administering and teaching Durham University’s “Common Awards” degrees which are undergraduate and postgraduate degrees for those entering church ministry: www.theofed.cam.ac.uk/commonawards. Later the job may involve working with Anglia Ruskin University or the University of Cambridge. As part of a small team, all our roles include a willingness to participate in any area of our work, including covering colleagues’ absence.

The job is about meticulous record keeping and coordinating flows of information within strict deadlines, many of which are set externally and are unchangeable. There is a lot to learn and we need self-starters who are comfortable in being proactive about gathering information from a wide range of sources. Information is stored mainly in databases and spreadsheets and so it is essential that you are comfortable working with these tools.

The role is being offered as a job share so that the work can be done in six days a week and also so that one individual does not have to hold all the information and responsibility by themselves. Effective job shares require excellent communication and flexibility; you must be willing to work openly and so that your counterpart has all the information they need to do the job well.

There is an expectation that you complete the job in its regular hours (there are no prizes for working long hours) but there will be occasions when we might need some extra hands on deck and so some flexibility would be useful.

Benefits

The salary for this position is £15,437, equivalent to a full time salary of £25,728.

On successful completion of your three month probation period you are entitled to join the Church of England Workers Fund Pension Scheme, to which we make a contribution of 10% of your salary.

You will be entitled to 15 days holiday, which is equivalent to 25 days for full time staff, plus public holidays. Postholders will receive a day in lieu when public holidays fall in their counterpart’s working days.

Process

Application should be made by CV and a covering letter addressing the job description and person specification sent to aio22@cam.ac.uk by midday on Friday 4th January 2019. Initial interviews will be held on Wednesday 9th January 2019, with the chosen candidates starting as soon as they are able after that.

You do not have to have any religious affiliation to work at the Cambridge Theological Federation, though it is important you are sympathetic to its purpose and aims.
Job Description: University Liaison Officer

Purpose
To provide administrative support as part of the central support team that enables students to take degrees through the Cambridge Theological Federation (CTF).

The role

1. Liaising with staff from the Federation’s member institutions about students they admit to Federation degrees and about teaching and assessment provided for Federation students.

2. Liaising with the partner Universities in accordance with agreed procedures and disseminating information amongst member institutions, the Bounds House team and university staff.

3. Registering new students admitted to Federation courses correctly on all internal systems and with partner universities from information received electronically from member institutions.

4. Enrolling students on relevant modules on the Virtual Learning Environment ("Hedwig") and tracking the progress of assignment submissions, alerting academic staff when marking is due.

5. Alerting the appropriate Director of Studies at member institutions when markers or moderators have not been assigned for assessments so that they can take action for their students.

6. Accurately recording changes to student records including change of programme, status and extensions or concessions granted by Directors of Studies.

7. Providing full, accurate and timely information for meetings including Examination Boards, Plagiarism Panels and University Oversight Group meetings, and liaising with external participants such as External Examiners.

8. Administering such systems as are necessary for the smooth operation of the CTF including, as appropriate, Tier 4 Visa and Student Loans systems.

9. Providing full and accurate information required by regulators, including information required by the Office for Students via the Higher Education Statistics Agency.

10. Supporting others in the central team, particularly during holiday and other absences and generally contributing to the effective running of the office, including welcoming visitors.

11. Undertaking any other tasks that might be reasonably asked of you to enable the CTF to operate effectively and for our students to have a high quality experience.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>No formal educational qualifications are required for this post.</th>
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<tbody>
<tr>
<td>Experience</td>
<td>An administrative role</td>
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<td>An equivalent role in an HE administrative environment is desirable but not essential</td>
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<tr>
<td>Skills</td>
<td>• Data input and data management</td>
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<td>• High levels of personal organisation and efficiency</td>
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<td>• Proven ability to display initiative and to work well under pressure</td>
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<td>• Problem solving</td>
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<td>Interpersonal skills</td>
<td>• Clear written communication skills</td>
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<td>• Clear and confident oral communication</td>
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<td>• The confidence to be pro-active in communicating with a wide range of academic and administrative stakeholders</td>
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<td>• Team-working</td>
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<td>General</td>
<td>• Sympathy with the aims and objectives of the CTF</td>
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<td>• A commitment to high levels of customer service</td>
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<td>• Comfortable working within an academic environment</td>
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