University Liaison Officer (0.6)

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. You can read more about the Federation at [www.theofed.cam.ac.uk](http://www.theofed.cam.ac.uk).

This year there are 283 Federation students (FTE 217). 145 are on “Common Awards” degrees with Durham University, 103 are registered with ARU and 35 are taking a diploma or degree with the University of Cambridge. Our forecasts are to increase to 500 students (FTE 380) by 2023/24.

The Federation employs a small central team at its Bounds House office that provides administrative support and a central Information Services function. The Director of Professional Doctorate is an employee of Anglia Ruskin University, though primarily based with the Bounds House team. Otherwise all teaching and assessment of Federation students is provided by staff employed by the member institutions and some independent scholars.

This vacancy is for a University Liaison Officer who primarily provides support to academic staff at the member institutions who have students registered with Anglia Ruskin University and for Professional Doctorate students who register directly through the Federation.
The role
Our Academic Services team consists of three University Liaison Officers. Each of these ULOs is the primary contact with one of the Universities whose degrees our students are taking, Anglia Ruskin, Cambridge or Durham. However, it is important in a small team that everyone can cover each other during absences and also to be able to pitch in and help at busy times (each of the Universities has slightly different peaks and troughs).

Each of the universities has its own regulations and rules and each has its own very different internal systems and so there is quite a lot of complexity to manage. We have a diverse range of students, mostly mature, and an increasing number of overseas students which brings challenges of IT connectivity and travel permissions amongst other things. Most of our students are recruited through our member institutions and so your contact will be with Directors of Studies and other staff from those institutions rather than directly with students. However there is a cohort of students who are taking the Professional Doctorate in Practical Theology who register directly with staff at the Federation office and you will have a direct relationship with them.

This role is three days a week but the hours could be spread over more days if that suits you. The days you work are flexible, though we currently hold our weekly staff meetings on Wednesday mornings and so you would need to be in work then.

Remuneration
The salary for this position is £15,746 a year which is equivalent to a full time salary of £26,243.

On successful completion of your three month probation period you will be 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 a year (FTE 25) plus public holidays.

You may apply for a loan to purchase a bicycle under our cycle to work scheme.

Process
Application should be made by CV and a covering letter addressing the job description and person specification sent to Alastair Oatey, Chief Operating Officer, at aio22@cam.ac.uk by midday on 30th April 2020.

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.

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 Federation's smooth operation 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 and 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 Federation to operate effectively and for our students to have a high quality experience.

Note: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.
## Person Specification

| **Qualifications** | No formal educational qualifications are required for this post  
The successful candidate is likely to be of degree-level capability |
|--------------------|------------------------------------------------------------------|
| **Experience**     | Experience in an administrative role is essential  
An equivalent role in an HE administrative environment is desirable but not essential |
| **Skills**         | Data input and data management  
High levels of personal organisation and efficiency  
Proven ability to display initiative and to work well under pressure  
Problem solving  
Good literacy and numeracy  
Good IT skills including Word & basic use of Excel |
| **Interpersonal skills** | Clear written communication skills  
Clear and confident oral communication  
The confidence to be pro-active in communicating with a wide range of academic and administrative stakeholders  
Team-working |
| **General**        | Sympathy with the aims and objectives of the CTF  
A commitment to high levels of customer service  
Comfortable working within an academic environment |