



University Liaison Officer, University of Cambridge – The Cambridge Theological Federation

Salary: £27,172 FTE

Working Pattern: 0.4 FTE (16 hours a week)

Office Location: Bounds House, Westminster College, Cambridge
Reports to: The Head of Central Services

Application closing date: 11.59pm on Friday June 23rd

Interview date: Monday 3rd and Tuesday 4th 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 have a calm and confident manner, and is likely to have some academic administration experience, be confident in dealing with students and academic and non-academic colleagues, and be able to gather and disseminate information effectively.

[The Role](#)

The University Liaison Officer (ULO) for the University of Cambridge works with colleagues across the Houses of the Federation, and the Divinity Faculty of the University, to administer and support the student experience, from the time admissions are received through to when final certificates are issued for the students' qualifications.

The Federation partners with the Divinity Faculty to deliver the Diploma in Theology for Ministry (DTM) and the Bachelor of Theology for Ministry (BTh) courses, and the person in this role is the main point of contact for the administrative management of these courses for University and Federation House colleagues.

Further details

The ULO for the University of Cambridge liaises with different stakeholders in order to achieve their overall mission. The ULO:

1. Supports the admissions process for students to the Federation Houses, for both the DTM and BTh courses, and where appropriate for students studying the Tripos course.
2. Liaises with staff from the Federation's member institutions to ensure that information for students is uploaded to the Virtual Learning Environment (VLE) in a timely manner
3. Monitors the submission of coursework, and liaises with colleagues and the chair of the exam board to confirm and record course work extensions.
4. Keeps the Cambridge Virtual Learning Environment (VLE) up to date including setting up students and enrolling students onto their chosen papers. Answer queries from students and academic staff.
5. Registers new students admitted to the BTh and DTM correctly on all internal Federation systems and with the University of Cambridge from information received from member institutions. Liaise with the paper coordinators about papers to be offered each year and ensure they are approved by the BTh Management Committee.
6. Acts as the Secretary for the Cambridge Awards Oversight Group, in liaison with the committee's Chair.
7. Liaise with the Head of Central Services and Directors of Study to help produce an Annual self-assessment report for the Church of England.
8. Provides full and accurate information required by colleagues in the Federation for regulatory and internal monitoring purposes.
9. Creates the agenda for and attends the University's BTh Management Committee, working with the Divinity Faculty administrator (who creates the minutes) on subsequent actions.
10. Liaises closely with the chair of the exam board each year to ensure the smooth running of the exams process and the exam board meeting.
11. Provides full, accurate and timely information for meetings including Examination Boards, University Oversight Group meetings, the BTh Management Committee and liaising with external participants such as External Examiners.
12. Liaises with colleagues from the University of Cambridge, in accordance with agreed procedures and disseminating information amongst member institutions, the Bounds House team and university staff.
13. Supports others in the central team including the other University Liaison Officers when requested, particularly during holiday and other absences and generally contributing to the effective running of the office, including welcoming visitors.
14. Undertakes 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.

Person Specification

Person specification	Essential	Desirable
Experience		
Administrative tasks including acting as secretary to committees, creating agenda and minutes,	X	
Liaising with a wide community of stakeholders including academic and administrative staff, and students	X	
Meeting secretarial skills including creation of agendas, minutes	X	
Expearence of Academic administration	X	
Working with academic virtual learning environments like HEDWIG		X
Skills		
Proficient in the use of MS products including Word, Excel, and Outlook	X	
Meeting secretarial skills including creation of agendas, minutes	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	
Adaptable and able to work under pressure		X
Able to deal with a wide range of people from different backgrounds and cultures		X
Qualifications		
Educated to at least first-degree level	X	
Additional Requirements		
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 16 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 by Friday 23rd June.

Interviews for this role will take place on Monday 3rd and Tuesday 4th July.

Note: this role may be applied for in conjunction with the Academic Administrator 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