



Job description

Job profile	
Job title	Registry Administrator
Department	Registry
Reports to	Academic Registrar
Location	London or East Midlands
Travel required	Minimal
Work pattern / hours	Full-time
Start Date	May 2022
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	Yes - Christian

Role context
<p>St Paul's Theological Centre (SPTC) is a constituent part of St Mellitus College (SMC) and one of the entities within Holy Trinity Brompton (HTB). SMC was formed in 2007 by the Bishops of London and Chelmsford, in partnership with SPTC and is widely thought to be one of the most innovative and exciting places to study theology and explore ministry. SMC seeks to develop Christlike leaders through theology, formation and training at the heart of the church, in the context of prayer, worship, unity and mission, energised by the life of the Spirit. As a Christian organisation, our faith is an integral part of our working culture.</p> <p>St Mellitus College (SMC) is a national college with delivery centres across the UK and key partnerships internationally. The training we offer at introductory, undergraduate and postgraduate levels is vibrant, innovative, and rigorous.</p>

Role purpose
<p>This role is responsible for administrative support for student academic activities within the national College as part of the Registry (Academic Administration) team. The team works together under the Academic Registrar to ensure that services are efficient, effective and adapt to changing circumstances, to develop systems and processes based on best practice, to ensure a high quality student experience and adherence to University regulations and procedures.</p> <p>This is a busy and varied role which requires the post holder to communicate effectively and tactfully with students and academic staff to ensure cooperation and compliance with milestones in the academic year.</p>

Key responsibilities
<p>Supporting Academic Student Services</p> <p>This role provides a range of support covering aspects of the student life cycle, encompassing introductory level courses, such as Beginning Theology, and the university-accredited undergraduate and postgraduate programmes.</p> <ul style="list-style-type: none">• Responding to enquiries from students with confidence and in an appropriate manner• Participating in enrolment and induction activities and supporting related administrative processes

- Updating the College's student record systems to reflect a student's change in circumstances, and assisting with returns and exchange of data/information with accrediting university bodies, as advised by other members of the Academic Administration team
- Monitoring of attendance and student absence request administration including:
 - Accurate attendance tracking in partnership with Centre Co-ordinators and Formation Group Tutors
 - Communicating with students and staff about absence requests authorised by the Academic Registrar
 - Underpinning the work of the college bursar by confirming attendance for students accessing loans through Student Finance
 - Actively participating in regular student review meetings with the Academic Administration team in order to inform college decisions about student engagement based on attendance and assessment non-submissions
- Supporting the academic development team working alongside students with specific learning differences (SpLD). This includes following up with students who required an ADHD or dyslexia assessment, and assisting them with accurate applications for DSA funding
- Responding to student queries about online learning resources on OpenAthens, Summon, The Hub and other digital resources, including troubleshooting issues with student accounts

Assessment

- Working alongside the Academic Coordinator to receive student assessment submissions via Moodle (the virtual learning environment – VLE – used at the college)
- Preparing assessment data for examination boards, checking assessment data, taking examination board minutes where required
- Flagging any potential academic or pastoral concerns to the appropriate staff members during the course of a student's programme

Academic Administration

- Assists with deadlines and processes for the termly module evaluation process and the Master Review Cycle (where college documents and policies are reviewed throughout the year)
- Providing administrative support throughout the year for the College's Research Ethics Committee, including:
 - Reviewing applications to identify missing information or to note to the committee research proposals that involve particular safeguarding requirements
 - Preparing agendas, circulate papers, setting meeting dates, minute taking at meetings of the committee, and communicating actions and outcomes to staff and students in a timely way
- Providing administrative support for other college committees, as required
- Producing transcripts
- Taking on occasional project work and providing administrative support for the Academic Registrar

General

- Providing general office support as a shared responsibility of administrative team members
- Helping with hospitality of students on centre teaching days and Teaching Weeks by serving during coffee or meal times (Teaching Weeks take place twice a year at the London centre)
- Supporting SMC-related activities, general administrative duties and work in connection with the wider administration team on special projects as required
- Supporting SMC events and related activities as required, including graduation (ceremony takes place at the London centre)

OTHER RESPONSIBILITIES

- Work at ordinand residentials or other college events from time to time as required for which time off in lieu / flexi-time will be arranged where necessary
- Attending all meetings of the relevant centre and wider St Mellitus College staff, annual staff retreat, key staff gatherings and college events, and, if relevant, HTB Group Staff Meetings

- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

This list is not exhaustive and additional duties may be needed as deemed appropriate.

Role dimensions	
Budget management (£)	None
People management	None
Key relationships – internal	Academic Registrar, Academic Manager, Academic Coordinator, academic staff team, programmes team, bursar, students
Key relationships – external	Common Awards (Durham University), Middlesex University

Essential Skills, knowledge and experience

- Building on the foundations of and in the same spirit as the ministry of HTB and Alpha; a passion for theology in helping transform people's minds, lives and society
- High attention to detail with commitment to accuracy
- Able to work collaboratively with others as well as independently
- Able to build rapport and strong working relationship with team members working remotely
- Able to identify opportunities for improvements in processes
- Ability to use Microsoft Office packages, especially Excel, Outlook, and Word
- Good organisational skills and able to manage multiple tasks and projects simultaneously
- Responsible and committed to meeting deadlines under their own initiative
- Excellent email and verbal communication skills, taking a professional approach
- Ability to communicate with staff and students from a wide variety of backgrounds
- Ability to prioritise and manage a varying workload, sometimes working to tight deadlines
- Experience of taking and writing up meeting minutes
- Experience and working knowledge of the Higher Education sector
- GCSE or equivalent in English and Maths and educated to A level or equivalent

Desirable skills, knowledge and experience

- Experience of working with databases and Virtual Learning Environments
- Experience of data entry and data management
- Knowledge of the processes for entering ordained ministry

Working environment

We are outward-looking, prayerful, keen to serve the mission of the church and striving for excellence in everything we do. Our approach is to be audacious, unified, generous, humble and tenacious. We seek to be professional at all times, taking God seriously but not ourselves. The College is an exciting and challenging place to work, where innovation and creativity is encouraged. The staff community is warm and engaging with lifelong relationships being built.

Core to the college's values is the promotion and celebration of unity, and the college is characterised by Generous Orthodoxy which seeks to respect, celebrate, and bring together different traditions in the church and help them learn from each other. St Mellitus College was borne out of a new vision for theological training and formation, and out of a spirit of partnership. It was founded by the Bishops of London and Chelmsford, in partnership with St Paul's Theological Centre (Holy Trinity Brompton) and SPTC remains a constituent part of the college and a core founding partner. The development of teaching centres has always been undertaken at the invitation of the local Bishops and in partnership with those local dioceses, responding to local missional contexts and needs, whilst having a rich broad vision for the whole church across the nation.

Work expectations

- Monday-Friday: standard hours 9.30am-5.30pm, flexitime is available, role-dependent
- 25 days holiday per annum
- 6-month probationary period

- We offer a variety of benefits including pension, childcare vouchers, season ticket loan, bike scheme and a number of discounts to local providers
- Whilst the role is Monday – Friday, the role holder will need to be available to work key dates during some courses
- The role holder must be available to work at a selection of key events at HTB which could include Christmas and Easter services and Annual Parish Church meetings when required