

ROLE DESCRIPTOR

PART 1

JOB TITLE: Academic Administrator

REPORTS TO: Director of Ministerial Transformation

DEPARTMENT : God for All

PURPOSE OF ROLE : To manage and deliver a high level of administrative support for key elements of God for All, particularly including academic administration for IME 1, IME 2 and elements of Reader training; and support for Vocations

KEY ACCOUNTABILITIES (No more than 6 - 8) :

To be responsible for the delivery and management of IME processes

To organise and administer Moodle

To be responsible for liaising with the exam boards and timely processing of assessments

To liaise with Durham University, Ministry Division and the Church Mission Society to ensure the effective administration of Diocesan academic programmes

To be responsible for student administration. This will include accurate student record keeping, finance processing and grant payments

To provide administrative support for Diocesan work to promote, develop and process Vocations. This will include but is not limited to producing the ordination booklet, BAP administration, administration for Diocesan panels, record keeping

To be responsible for the God for All cyclical planning calendar, including the academic calendar for IME and Reader Training, and links to the Diocesan calendar

To answer routine technical correspondence and take minutes where required

Where appropriate, to coordinate administrative support for the Director of Ministerial Transformation and their team especially in relation to activities undertaken by other administrative colleagues

Work collaboratively with other members of the God for All team and undertake other duties as required.

<p>FINANCIAL IMPACT (How much and for what)</p> <p>DIRECT :</p> <p>INDIRECT :</p> <p>NUMBER OF DIRECT REPORTS : 0</p>	<p>NETWORK (Key people with whom the role liaises and for what purpose)</p> <p>INTERNAL :</p> <p>EXTERNAL :</p> <p>NOMINATED DEPUTY (where applicable):N/A</p>
<p>Authorised by Line Manager: _____ Date: _____</p>	
<p>This Role Descriptor and associated statements has been fully explained to me. I understand and accept its content and my responsibilities.</p>	
<p>Signature of post holder: _____ Date: _____</p>	
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ESSENTIAL CRITERIA	DESIRABLE CRITERIA
TECHNICAL COMPETENCE	
Technical Skills & Qualifications	
High level of IT literacy in excel, word, outlook Good level of literacy Transferable IT skills	Experience of virtual learning environments and especially Moodle
Knowledge and Experience	
Knowledge and awareness of academic processes and procedures	Experience of working in higher education
BEHAVIOURAL COMPETENCE Self starter Ability to work on own Ability to use initiative Team player Organised Attention to detail Professional and discreet Sympathy with the ethos and values of the Church of England Ability to manage a range of work with energy and enthusiasm	