



ACADEMIC REGISTRAR

Information Pack



FROM THE CHAIR OF TRUSTEES

I'm delighted that you are interested in the role of Academic Registrar with YTEP. I hope that as you read through this job pack you will want you join us.

People are at the heart of what we do. YTEP exists to support the high quality theological education offered by our partners to help form future generations of Christian disciples and leaders.

Formally we are a Theological Education Institution (TEI) which co-ordinates theological education across Yorkshire and beyond, on behalf of two of the three Church of England Yorkshire dioceses and three other training providers. The programmes offered by the partners in their own centres are validated by Durham University and form part of the Common Awards scheme for theological education.

Currently, YTEP has 200+ students registered for Common Awards. Some 90% are part-time and 57% female. Most awards are titled Theology, Ministry and Mission and are offered from Foundation through to Masters levels.

Although we are a small institution, we are relatively complex. Looking into the future, we expect to grow both in number and complexity as our partners expand and diversify the ministries they resource.

This could not be a more exciting time to join YTEP. We support theological education in a broad range of settings, with people from all walks of life, and at all stages in their journeys. The future is likely to be all the more exciting!

I hope that you will be inspired and encouraged to want to join us.

Tony Robinson

Bishop of Wakefield Chair,
YTEP Trustees



ROLE OF ACADEMIC REGISTRAR

If ever there was a job title that matched the contents of the tin, this is it. The role of YTEPs Academic Registrar sits right at the centre of our organisation -

- Leading the academic and registration service that we offer to our Partners and their learners.
- Facilitating our relationships with the Church of England's National Ministry Team and Durham University's Common Awards Team.

Our relationship with Durham is shaped by the 'Standard Validation Contract' held by TEIs across England. This is a key relationship, and the role of Academic Registrar is key to the care that we give to our contractual obligations.

More locally, the Academic Registrar will work with me as the part-time executive Chair of the Common Awards Management Committee (and line manager), and also Lynne Gordon-Taylor as YTEP's Administrative Officer. Again, the title of the Committee matches the contents of the tin. The committee normally meets once a term, while the Academic Registrar and I will talk at least once a week. Then once a month we will have an extended one to one to enable me to support the post-holder and to monitor progress.

The Common Awards Management Committee consists of one or more academic staff from each partner plus our External Quality Advisor.

As YTEP Administrative Officer, Lynne Gordon-Taylor is a close team colleague to the Academic Registrar. Her role focuses on administration related to individual students, right from registration through to the achievement of their final award.

Together, the Academic Registrar and the Administrative Officer resource our other committees:

- The YTEP Board of Examiners and its Student Affairs Sub-Committee
- The Good Practice Group

Our structures are tried and tested - they serve us well.

Finally, I could not end without mentioning Moodle - our Virtual Learning Environment (VLE). This is an important support for module delivery, and the home for student records and online learning resources. The new Academic Registrar will soon understand Moodle inside out, and hopefully will have lots of ideas about how we might make it even more learner focused.



If you would like to know more, please don't hesitate to contact me. I will be delighted to hear from you.

Gary Wilton

Chair of the YTEP Common Awards Management Committee (CAMC)

PROFESSIONAL DEVELOPMENT

As a responsible employer, we value the importance of professional formation and expect our employees to be open to ongoing training towards fulfilling their roles.

We will provide you with the support you need to succeed, including professional training where appropriate, regular 1-to-1s with the Chair of CAMC as your line manager and all the support that comes from being part of a regional charity and a Christian community.



ROLE REQUIREMENTS

The following sets out what we are looking for in the post holder. As you apply for the post and submit your application, please make sure you evidence with good clear examples how you meet the criteria below.

All aspects of the person specification will be assessed via the application form, interview and selection process, and within pre-employment checks (e.g. references).

Quality	Essential	Desirable
Attributes	<p>Willingness to support the aims, values and vision of YTEP as a Christian charity</p> <p>Highly organised, with an eye for detail and a good understanding of process</p> <p>Excellent written and oral communication skills</p> <p>Team player able to nurture team culture and working practices with colleagues and partners who are working at a distance</p> <p>Self-starter, able to work flexibly and on own initiative</p> <p>Integrity and financial probity</p> <p>Able to represent the organisation regionally and nationally</p>	
Experience	<p>Experience of academic administration/ registration services in further or higher education</p> <p>Experience of quality assurance processes including validation and external academic review</p>	<p>Experience of Common Awards</p> <p>Senior administrative/ registration experience in higher or theological education</p>
Knowledge and understanding	<p>Educated to degree level</p>	<p>Familiarity with governance requirements for charities</p> <p>Familiarity with accounting practices</p>
Skills	<p>Able to draft reports/papers and minutes</p> <p>Skilled in office budgeting and accounting</p> <p>Able to identify, synthesise and communicate complex information</p> <p>Proficient in the use of IT for communication and data management</p> <p>Use of online learning platforms</p>	<p>Able to report to board/trustee meetings</p> <p>Able to design, maintain and use Moodle sites</p>

OUTLINE TERMS AND CONDITIONS

Location	Flexible as agreed - Home or office based at the Mirfield Centre of the College of the Resurrection, Mirfield
Salary	£15,800 per annum (FTE £39,500)
Hours	14 (0.4 FTE) Working pattern to be agreed with the Chair of CAMC
Pension	YTEP is an auto-enrolment employer and a member of the 'NEST' pension scheme. If you are eligible for pension contributions, you will be enrolled into the scheme and a minimum level of employee pension contributions will be deducted from your salary. YTEP will pay an employer's contribution of 5%.
Annual Leave	25 days, plus bank holidays (pro rata)
Probation Period	3 months
Contract Type	Open
Notice Period	3 months
DBS Requirement	None

APPLICATION PROCESS

If you would like you to find out any more about the role, please contact gary.wilton@churcharmy.org. [Normal working days Tuesday to Thursday]

To apply, please submit a YTEP Application Form which is available with the job advert on our website.

Deadline: 12 noon Thursday 14th March 2024

Interview date: Wednesday 20th March 2024 (in Mirfield)

What to expect from our Recruitment Process:

- Email your application to gary.wilton@churcharmy.org
- One of our team will acknowledge your application
- Applications are shortlisted against the role specifications
- You will be contacted as to whether you have been invited to interview

Offers of employment are made subject to:

- Evidence of your eligibility to work in the UK
- Successful completion of a probationary period
- Two satisfactory references

References are usually only requested once an offer has been made. We will ask for your permission before seeking any references.

