

St Mellitus College

Assistant Dean of St Mellitus College

St Mellitus College (SMC) was formed in 2007 by the Bishops of London and Chelmsford, in partnership with St Paul's Theological Centre (Holy Trinity Brompton). We seek to play our part in the revitalization of the church, offering theological education and training set in the context of prayer and worship that combines academic excellence, a focus on missional leadership, the formation of Christian character, and the flexibility to fit around busy lifestyles, all energized by the life of the Spirit.

The College has five centres across the UK – London, Chelmsford, the North West (Liverpool), the South West (Plymouth), and the East Midlands (Nottingham), and seeks to provide vibrant, innovative, and rigorous theological education through the delivery of non-residential, full-time and part-time training in theology and ministry at introductory, undergraduate and postgraduate level, preparing students for ordained, Reader (LLM) and lay ministries in the Church of England, and for leadership in other churches.

The College has over 750 students accessing its various programmes, including over 320 undertaking ordination training from 33 dioceses across the country. There are more than 60 members of the staff team based across our centres, who are further supported by a number of volunteers. The Dean has ultimate oversight of the college and staff team, supported by two Assistant Deans.

The Assistant Deans, working closely with one another, will support the Dean in the national oversight and leadership of the college, including maintaining its vision, values and ethos. The Assistant Dean is line-managed by the Dean. Office space is provided in one of the Centres of St Mellitus College.

RESPONSIBILITIES

We are seeking someone with a deep and mature faith who will be a strong ambassador for the college; provide spiritual, pastoral and operational leadership for large and diverse staff and student bodies; and take a strategic role within a national college.

The primary responsibility of the Assistant Deans is to support the Dean in providing vibrant and healthy leadership for a national and growing college. They have shared and individual responsibilities, the breakdown of which will be allocated according to relevant strengths and at the discretion of the Dean. The Assistant Dean will take their share of the following, including but not limited to:

Culture and Leadership

- Supporting the Dean in setting and safeguarding vision, values and culture for the national college
- Maintaining excellence in academic and ministerial formation across the whole college
- Cultivating and maintaining unity across the national college, including regular attendance at all teaching centres
- Acting as a representative of the Dean in a variety of contexts, including leadership of internal and external events and activities

Strategy

- Working closely with the Deans and leadership team to support the fruitful growth and sustainability of all teaching centres and all aspects of the college's academic, ministerial and administrative functions
- Developing collaborative and effective working relationships with key stakeholders, the wider Church and Higher Education bodies, particularly core partners, diocesan senior staff, and host premises
- Investment in the development of college resources, sustainability, finance and fundraising streams

College Life

- Oversight and project management of national aspects of college activities (for example timetabling, residentials, Bishops Reports, national spouses and key supporters' provision etc)
- Work with the Dean and Centre Directors to oversee student recruitment, including open days and prospective student interviews
- Involvement with oversight of and investment in formational and ministerial development of students, including acting as Formation Group and Personal Tutor as required
- Undertake academic staff duties across the various centres and venues, including teaching, marking, developing and managing course modules, engaging in research and theological writing as appropriate

Staffing

- Line Management of members of the Leadership Team (and other staff as required)
- Cultivating a unified and integrated national faculty, under the ultimate direction of the Dean
- Ensuring a flourishing staff team, including oversight and management of staff development across the college
- Involvement in recruitment of staff members

Additional Requirements

- Attending (in person) all meetings of the SMC Board of Trustees, representing senior management at local regional Advisory Boards and participating in relevant subcommittees
- Attending (in person) all national meetings of the wider SMC staff, annual staff retreat, key staff gatherings and college events
- Attending (either in person or via video conference) all meetings of the college leadership team, and working groups and academic meetings as relevant (management committee, exam boards etc)
- As a key partner of the college the Assistant Dean will liaise closely with HTB, including attendance at the weekly Tuesday morning HTB Group staff meeting (as far as reasonably practicable)
- Attending College residentials (five weekends a year and one residential week) and teaching weeks (two weeks a year)
- Leading and preaching at college worship services as required
- Presence at conferences and events as required, including Leadership Conference and Summer Festivals (Focus, New Wine, CreationFest or equivalent)

KEY COMPETENCIES

- Prayerfulness and a passion for theology transforming minds, lives and society
- A person of humility and mature spirituality, evidenced by wise and discerning leadership
- Strong missional leadership ability and confident public presence
- Winsome, articulate, and a good communicator
- Personable, engaging and empathetic with strong inter-personal and pastoral skills with individuals and groups
- Excellent people management skills and team builder with a heart for collaborative working
- Ability to deal with people from diverse and varied backgrounds
- Able to manage a diverse portfolio of work, prioritise tasks and work to deadlines
- Experience of and high standards in ministerial formation
- Working knowledge of the structures, ministerial patterns and training pathways of the Church of England
- Strategic thinker with attention to detail, efficient administration and good IT skills
- Support of SMC's commitment to 'provide training that represents a generous Christian orthodoxy and that trains ordinands in such a way that all mainstream traditions of the Church have proper recognition and provision within the training'
- Support for the training of men and women alongside each other for ordained, licensed lay and wider ministry
- Proven experience and high standards in teaching at BA level, and preferably at MA level
- (Desirable): Personal research record at Masters or Doctoral level and some publication record;

WORKING ENVIRONMENT

We have an outward-looking prayerful environment, keen to serve the mission of the church and striving for excellence in everything we do. Our ethos is to be grateful, gracious and professional and we endeavour to thread this through every part of the organisation and every interaction. SMC is an exciting and challenging place to work and is full of variety. It is a can-do environment where innovation and creativity are encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built.

EXPECTATIONS

- Candidates may be based at any of the SMC Teaching Centres (Chelmsford, Liverpool, London, Nottingham or Plymouth)
- This is a full-time position
- The employer will be St Paul's Theological Centre, a constituent part of St Mellitus College.
- Six weeks holiday per annum
- There is a 6-month probationary period

APPLICATIONS

If you are interested in this post, applications should be made to the Dean, Revd Dr Andrew Emerton, and emailed to his EA on rhona.holliday@stmellitus.ac.uk by **12pm (noon), Friday 14 February 2020**

Please send in:

- A letter outlining your reasons for applying for this post, and what you believe you could offer St Mellitus College in this role, with reference to the responsibilities and key competencies outlined in the job description.
- A full Curriculum Vitae

First interviews will take place on Wednesday 4 March 2020. Second interviews for successful candidates will take place on Friday 13 March 2020.