

# **St Mellitus College**

## **Admissions Officer**

(Maternity Cover until January 2022)

Our vision is 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 Admissions Officer reports directly to the Chief Operating Officer and is ultimately responsible to the Dean of SMC. Office space is provided in SMC's London centre at 24 Collingham Road (during the current ongoing COVID-19 pandemic, the role may initially be home-based). St Mellitus College works to comply with QAA expectations related to recruitment, selection and admissions.

This is a fixed-term appointment to cover Maternity Leave from the beginning of November 2020 to January 2022

### **KEY TASKS**

This is an important post supporting the student admissions of one of the most exciting theological institutions in the UK. The Admissions Officer holds oversight for admissions across the college, working with the Admissions Administrator and liaising closely with centre coordinators to ensure excellence and efficiency.

Key responsibilities include but are not limited to:

#### **General enquiries:**

- Provide telephone and email support advising prospective students about our programmes
- College-wide oversight of and point person for admissions and related activities
- Liaising with external bodies (eg. Diocesan Directors of Ordinands or equivalent) related to admissions queries and acting as point of contact between the college and several key dioceses with regards to applications

**Processing applications:**

- Coordinate Open Days and Evenings and independent student interview days in London and Chelmsford
- Review applications and invite prospective students to interview, evaluate references and issue offers by letter/email
- Act as point of contact for applicants
- Monitor and maintain accurate records on admissions database

**Enrolment of new students:**

- Student Fees administration, including invoicing new and returning students using Sage 50 Accounts, chasing outstanding Student Fees and responding to invoicing and Student Finance queries (in liaison with the college Bursar)
- Work with COO, Academic team and Admissions Administrator to coordinate welcome and induction process for new students, including generating and compiling Welcome Packs and Induction Packs for new students and assisting with the College's Welcome and Induction Day for incoming students, which is held on a Saturday in September

**Strategy and Oversight:**

- Ensure timely dissemination of admissions information and processes to all centre coordinators
- Chair annual Admissions Review Meeting
- Produce monthly report on admissions data (KPIs)
- Produce and present annual Admissions Report to all staff
- Ensure all admissions related documentation across the whole college (including the website) is up to date and subject to regular reviews, e.g. Programme Fees sheet
- Provide induction to admissions for new staff
- Line manage the Admissions Administrator

**OTHER RESPONSIBILITIES**

- Greeting and hosting guests and visitors as relevant
- Supporting SMC events and related activities as required
- Undertake such other duties appropriate to the post as may be assigned by the Chief Operating Officer as changes necessitate.

**Additional Requirements**

- Attending National meetings of the SMC staff, annual staff retreat, key staff gatherings and college events;
- Attending all meetings of the local London and Chelmsford staff team
- Work at events from time to time, which may include administrating and attending one or more residential weekend per year, as required for which time off in lieu / flexi-time will be arranged where necessary

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE**

- Excellent organisational skills, including ability to pay close attention to detail whilst working to tight deadlines
- Excellent communications skills, both written and oral
- Excellent interpersonal skills when interacting with staff and prospective students with varying backgrounds
- Ability to manage a varying and demanding workload
- Proficient user of computer programmes including Microsoft Word, Excel, and Outlook
- Ability to work unsupervised and as part of a team

## **DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE**

- Educated to degree level
- Experience of working in the Higher Education admissions sector
- Knowledge of Church of England's discernment process for entering ordained ministry
- Experience of working in an events-based role
- Recent experience of working in a customer facing role

## **WORKING ENVIRONMENT**

We have a fast-paced working environment where we strive 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. There is a can-do environment where innovation and creativity is encouraged alongside serving others. Staff community is warm and engaging with lifelong relationships being built. As a Christian teaching institution our faith is an integral part of our working culture.

## **EXPECTATIONS**

- This is a full-time, fixed-term position until the end of January 2022. Usual hours are Monday to Friday 9.30am – 5.30pm, with some morning/evening commitments e.g. Open Days (Monday 8am-9:30am) and Open Evenings (Tuesday 5.30-8pm in London and Thursday 5.30-8pm in Chelmsford) for which time off in lieu/flexi-time will be arranged
- 25 days' holiday a year: please note term times, holidays will usually be granted around these and/or half-terms. The holiday year runs September-August
- SMC contributes to a pension scheme at the auto-enrolment set rate.
- Salary: £24-26k (per annum) depending on experience
- There is a 6-month probationary period

## **APPLICATIONS**

If you are interested in this post, please email [recruitment@stmellitus.ac.uk](mailto:recruitment@stmellitus.ac.uk) by **noon on Thursday 1<sup>st</sup> October 2020**

Please send in:

- A full Curriculum Vitae
- A brief letter outlining your reasons for applying for this post, and what you believe you could offer St Mellitus College.