



Job description

Job profile	
Job title	Programmes Administrator
Department	SPTC
Reports to	Programmes Manager
Location	St Mellitus College, 24 Collingham Road, London, SW5 0LX
Travel required	Minimal
Work pattern / hours	Full-time
Date	13/07/2021
DBS? (used to be called CRB)	No
Genuine Occupational Requirement (GOR)?	Yes

Role context
<p>At HTB and its related entities, our vision is to play our part in the evangelisation of the nations, the revitalisation of the church and the transformation of society. Each member of our team plays a vital role in making our vision a reality. As a Christian organisation our faith is an integral part of our working culture.</p> <p>St. Paul's Theological Centre is based in Holy Trinity Brompton in London. Its vision is to 'bring theology back into the heart of the church' by these 4 aims:</p> <ul style="list-style-type: none"> • Offer resources for lay training for HTB & other churches in London • Offer a route to ordination and church leadership training via a diploma/degree course • Make these resources available to churches elsewhere in the world, especially those in the global Alpha network <p>Provide a theological resource for the growth and development of HTB and Alpha.</p>

Role purpose
<p>The purpose of the role is to administrate and help develop all aspects of the midweek St Mellitus College programmes.</p>

Key responsibilities
<p>1. Administrate Residential training</p> <ul style="list-style-type: none"> • Liaise with CCT Conference Centre with event requirements for weekends at Hayes/High Leigh venues • Work with Programmes Manager on timetable for weekend • Allocate student accommodation • Liaise with students on worship rotas, fellowship groups and administration support



- Contact person for student enquiries in relation to residentials
- Attend at least two weekends and the residential week each academic year as agreed with the Programmes Manager.

2. Administrate mid-week programmes

- Administrative support for London Tuesday Centre Director.
- Support the London Coordinator with London events as required, including Supervisor and Incumbents days.
- Provide administrative support for the Teaching Weeks twice each year.
- Administrative support for London Tuesday courses including attending on the evening.
- Oversee catering for our London Centre including for teaching days and local staff meetings.
- Work with the programmes team to ensure smooth delivery of the London centre teaching days including answering student enquiries and welcoming externals.

3. Timetable Administration

- Assist the Programmes Manager with the delivery of the Academic Timetable
- Draft teaching invites to externals
- Monitor staff loading and provide data for Senior Leadership Team
- Provide data for Programmes Manager and COO on estimated annual speaker costs.
- Assist in creation of student-facing timetables to be uploaded to the College's VLE.

4. Pastoral Simulations

- Administrate the Pastoral Simulations process liaising with the Lecturer and Tutor for Pastoral Ministry and provide updates for the Senior Leadership Team as required
- Attend the residential where the Pastoral Simulations take place every year ensuring running of smooth event.
- Conduct annual feedback on simulations.

5. Office Administration

- Providing general office support as a shared responsibility of administrative team members, and supporting programmes team
- Supporting SMC events and related activities as required. E.g. Graduation and occasional Evening Lectures
- Undertaking such other duties appropriate to the post as may be assigned by the Programmes Manager or COO as required
- Administrative support for McDonald Professor including booking travel and assistance with teaching resources.

Role dimensions	
Budget management (£)	n/a
People management	n/a



Key relationships – internal	Work closely with all SPTC & St Mellitus College (SMC) staff and HTB support departments: vergers, maintenance, volunteers, production, worship, IT
Key relationships – external	General inquiries about the college, students, speakers, lecturers

Essential Skills, knowledge and experience

- Building on the foundations of and in the same spirit as the ministry of HTB & Alpha; a passion for theology in helping transform people’s minds, lives and society.
- A committed and professional approach to helping build the Centre
- An enthusiasm for co-ordinating, organising and administration
- Customer service driven – a servanthood approach
- Ability to prioritise and co-ordinate work loads
- Flexible, reliable and proactive team player
- Excellent people and telephone skills
- Good IT skills – ability to use Microsoft Office packages, including Word, Outlook, PowerPoint and Excel.

Desirable skills, knowledge and experience

- Educated to degree level
- Experience of working in an event’s-based role
- Recent experience of working in a customer facing role

Working environment

We have a purposeful working environment where we strive for excellence in everything we do. Our workplace culture is shaped by our GRACE values; Gracious, Resolute, Appreciative, Capable and Engaged. We respect and value our colleagues, encourage and affirm often, challenge when necessary, supporting always. It is an inspiring and energising place to work where innovation and creativity is encouraged alongside passion and discipline. The staff community is warm and engaging, with lifelong friendships being built.

Work expectations

- Mon-Fri: Standard Hours 9.30am -5.30pm, flexi-time 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 services, Easter services and Annual Parish Church meetings when required.
- Available to work at Focus (the church holiday in the summer, one week duration).
- Attendance Tuesday morning staff meeting.
- If eligible, the role holder may be required to serve on the reception lunch cover rota once per month.