



THE DIOCESE
OF SHEFFIELD



ST PETER'S
COLLEGE

The diocesan learning community for mission & ministry

**DIOCESE OF SHEFFIELD
ST PETER'S COLLEGE
ACADEMIC ADMINISTRATOR**

£20111 pa pro rata

12 hours per week, days and times negotiable

Sheffield School of Ministry (SSoM) is a centre of the Yorkshire Theological Education Partnership (YTEP), along with several other centres across the whole of Yorkshire, involved in theological education and training for ministry. Students at the Sheffield School of Ministry study for awards from the University of Durham on the Common Awards programme. St Peter's College is the Diocesan Learning Community for Ministry and Mission.

We are seeking an Academic Administrator with excellent organisational abilities and IT skills who ideally has worked in an academic environment using online learning platforms.

Reporting to the Principal for St Peter's College, the successful applicant will be responsible for:

- Administration and management of the Common Awards digital learning platform
- Keeping student records, liaising with YTEP, collating information, producing reports
- Support and management of problems/queries from students and tutors concerning the digital learning platform and the online marking system
- Support for SSoM tutors and Learning Development Manager in the production of online learning resources - such as video editing and creating some online content.

For further details and application forms visit www.sheffield.anglican.org

Closing date Monday 31st January at 12 noon

Interviews on Thursday 8th February 2018



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JOB DESCRIPTION**

JOB TITLE: ACADEMIC ADMINISTRATOR (PART-TIME – 12 HOURS PER WEEK)

EMPLOYER: SHEFFIELD DIOCESAN BOARD OF FINANCE

RESPONSIBLE TO: PRINCIPAL FOR ST PETER'S COLLEGE

Students at the Sheffield School of Ministry study for awards from the University of Durham on the Common Awards programme. Sheffield School of Ministry (SSoM) is a centre of the Yorkshire Theological Education Partnership (YTEP) along with other several other centres, across the whole of Yorkshire, involved in theological education and training for ministry. St Peter's College is the Diocesan Learning Community for Ministry and Mission – which has a significant on-line presence (more information is available at <https://www.stpeterscollege.org.uk/>)

MAIN PURPOSE OF THE ROLE

The main purpose of the role is to carry out academic administration for the Common Awards programme offered by the Sheffield School of Ministry and to provide support for digital learning for accredited Common Awards modules and non-accredited St Peter's College resources.

MAIN DUTIES AND RESPONSIBILITIES:

1. Administration and management of the Common Awards digital learning platform (i.e. Moodle)
2. Support and management of problems/queries from students and tutors regarding Moodle systems
3. Management and responding to queries re the online marking system (Turnitin) from students and tutors
4. Management of Moodle reports from SSoM for YTEP exam boards: liaising with the YTEP administrator and ensuring the necessary data is compiled and communicated to YTEP



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5. Managing and updating student records: databases, record keeping, registering students with YTEP; compiling class lists; informing students of assignment and exam board results.
6. Liaising with SSoM tutors re teaching equipment and handouts and ensuring these are in place for teaching sessions
7. Liaising with SSoM tutors, Librarian and the Resource Centre Administrator re module reading lists
8. Collation and production of termly module evaluation forms and feedback, in collaboration with module tutors
9. Support for SSoM tutors in the production of online learning resources - such as video editing, creating some online content depending on skills sets offered
10. Support for the St Peter's Learning Development Manager in the production of online learning resources for St Peter's College such as video editing, creating some online content depending on skills sets offered
11. The post holder may be required to undertake any other duties that are commensurate with the role.



ACADEMIC ADMINISTRATOR - PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • A good general education 	<ul style="list-style-type: none"> • A graduate
Knowledge	<ul style="list-style-type: none"> • Knowledge of digital learning management systems 	<ul style="list-style-type: none"> • Knowledge of Moodle
Experience	<ul style="list-style-type: none"> • Experience of working in an administrative environment • Experience of online learning management systems/learning environment 	<ul style="list-style-type: none"> • Experience of working in Higher Education establishments • Experience of Moodle
Skills/competencies	<ul style="list-style-type: none"> • Excellent IT skills including Microsoft Office (Word, Excel and Access) • Excellent organisational and administrative skills • Good people skills • Good time management skills with the ability to prioritize effectively and to multi task • Able to work at a consistently high standard • Ability to work to tight deadlines • Good telephone skills 	<ul style="list-style-type: none"> • Video editing • Adobe Creative Suite • Creation of digital learning content
Personal Attributes	<ul style="list-style-type: none"> • Be sympathetic to the mission of the Church of England and the Diocese of Sheffield • Works collaboratively with others but also the ability to work independently when required • Understanding and commitment to equality and valuing diversity 	



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ACADEMIC ADMINISTRATOR

Terms and Conditions of Service

Salary	This is a salaried position at £ 20,111 pa pro rata as an employee of the Sheffield Diocesan Board of Finance.
Pension	Non-Contributory Church of England Pension Builder 2014 Scheme (Defined Contribution)
Travel Expenses	Expenses for travel following HMRC guidelines at 45p/mile up to 10,000 miles, 25p thereafter. (30p/mile journeys outside the diocese.)
Place of Work	Church House, Rotherham
Hours of Work	12 hours per week – days to be negotiated
Holidays	Paid annual entitlement is 25 days. After four years' service, increasing by one day per year up to 28 days. (This excludes paid statutory and customary holidays, to which the post holder will also be entitled.)