



Mirfield
WF14 0BW

College Secretary / Executive Assistant to the Principal

The College of the Resurrection is one of the 10 residential theological colleges of the Church of England. All the colleges are independent foundations, but each has the primary task of preparing men and women for ordained ministry in the Church of England. The College is unique in being the only Anglican theological institute founded by and living in close proximity to a monastic community, the Community of the Resurrection. The student body is small (normally between 24 and 40 students) engaged in formally recognized study for undergraduate and post-graduate qualifications, mostly with the University of Durham (Common Awards), with whom we work amongst the Yorkshire Theological Education Partnership (YTEP).

Post Description:

The post-holder will provide secretarial and administrative support to the College. S/he will work closely with the Principal, but will have significant responsibility in areas where s/he will be expected to work with minimal supervision. The College Secretary / Executive Assistant will have a key role in the smooth running of the College and its relations with the wider church, as well as with prospective and former students; with its public face through the website and social media; and also a domestic role, liaising with the Site Housekeeper and Facilities Manager in matters concerning student accommodation. S/he will be a member of the small Management Team of the College. The role requires absolute discretion and confidentiality. S/he will demonstrate willingness to contribute to the unique character of the College of the Resurrection - "a theological college like no other" - its values, academic pursuits and shared life.

Reporting to: The Principal

Duties and Responsibilities:

Secretarial

1. Provide diary management, administrative assistance and support to the Principal
2. To support the Principal in developing and managing the strategic development objectives of the College
3. Prepare and circulate papers, minutes and agendas for meetings
4. Liaise with the Ministry Division of the Church of England, particularly in the preparation for the regular Periodic External Review and the Annual Self-Evaluation

Promotion & Development

5. Oversee management of the website and social media profile of the College
6. Maintain and develop all publicity and promotion materials

7. Oversee the major social events in the College year – Foundation Day dinner; Christmas dinner; Holy Week; Leavers’ Dinner; and organize the triennial College Festival
8. Participate in the development, managing and oversight of conferences and occasional lectures in College and on occasions in conjunction with other site partners through the Mirfield Centre.
9. Maintain college records in compliance with data protection legislation

College Admissions

10. Take responsibility for the administration of admissions, corresponding with candidates, Directors of Ordinands, Ministry Division and Diocesan Finance Panels
11. Circulating interview information to tutorial staff

Student Reports

12. Administer the personal assessment process for the ordinands, requesting, collating and distributing the required information at the appropriate times
13. Word-process the confidential reports on candidates and send to their sponsoring bishops

Domestic

14. Liaise with site operational staff over student accommodation
15. Contribute to site-wide meetings regarding shared programming and operations

These responsibilities may be varied from time to time without changing the essential character of the post.

Person Specification:

Experience, Skills & Qualifications Required

1. Excellent interpersonal skills and experience of working in teams
2. Very good analytical and problem-solving skills
3. A self-starter who is able to take initiative where appropriate and work unsupervised
4. Ability to plan and run new systems and procedures
5. Ability to work under pressure, prioritise effectively and to meet deadlines
6. Excellent administrative skills
7. A high level of personal organization and methodical, systematic style of working
8. A high level of accuracy and attention to detail
9. Excellent oral and written communication skills
10. The ability to work accurately and co-operatively as part of a small team
11. A sympathetic interest in the life and culture of the College
12. Excellent word-processing skills and familiarity with computer systems
13. Experience in Microsoft Access and Excel together with social media / website maintenance skills (regular updating of current information and making minor adjustments)
14. Experience of administration in academic and/or church contexts (desirable)
15. The College Secretary will be required to undertake Church of England Safeguarding Training as directed by The Principal.

Although a number of tasks recur regularly, much of the work involves responding to situations as and when they occur, so flexibility and a certain creativity in the postholder is necessary.

Hours: 35 hours per week 9 am to 5 pm Monday to Friday. Some events may occasionally require working beyond these hours.

Benefits: Salary in the range £25,000 to £31,000 per annum, dependent on experience.
Inclusion in the CEPB Church Workers Pension scheme.
25 days' annual leave + Public holidays. It may not always be possible to take bank holidays that fall in term time, but time off or payment in lieu will be given. Annual leave may not normally be taken during College terms, nor in the week before or after the academic year.

Applications should be made on the Application Form included within the Information Pack.

The completed application form should be sent to the Principal at:

The College of The Resurrection
Stocks Bank Road
Mirfield
West Yorkshire
WF14 0BW

Or by email to: principal@mirfield.org.uk

Please put **College Secretary / Executive Assistant to the Principal** in the email subject line.