



Postgraduate Director of Studies Job Description and Person Specification

Background

Lindisfarne College of Theology is seeking to build on a record of high standards of delivery of flexible student-centred learning. It offers part- and full-time context-based training for ministry for Ordinands and Lay Ministers in the Dioceses of Durham and Newcastle through the Common Awards partnership validated by Durham University. The College also offers its programmes to independent students around the North East region. As a member of the core staff team, the Postgraduate Director of Studies will lead on the delivery of Lindisfarne's suite of postgraduate programmes. This role will involve working closely with the Principal, Undergraduate Director of Studies, administrative staff, students, tutors and other key stakeholders.

SALARY	£27,800 pro rata
HOURS OF WORK	0.7 FTE post with flexible hours, as teaching is delivered during evenings and weekends to meet the needs of part-time students.
TEACHING LOCATIONS	Church House, St John's Terrace, North Shields, NE29 6HS; Cuthbert House, Stonebridge, Durham, DH1 3RY; and The Emmaus Youth Village, Consett, DH8 9BA.
OFFICE LOCATION	Home
ACCOUNTABLE TO	The Principal

Key Duties and Responsibilities

- Academic lead for the MA in Theology, Ministry and Mission and related postgraduate programmes
- Management and support of postgraduate associate tutors
- Management of academic processes from registration through to graduation
- Link with Common Awards in matters relating to Lindisfarne's postgraduate programmes, including APL and concession applications.
- Link with the Lindisfarne Board of Studies, External Examiner and Board of Examiners in matters relating to Lindisfarne's postgraduate programmes.
- Curriculum development
- Attendance at regular core staff meetings
- Liaison with the Academic Administrator on programme administration

- Attendance on Thursday evenings as focus person/course leader
- Responsibility for establishing and maintaining the ethos of the College as a community of prayer, worship and learning
- Timetabling for postgraduate teaching
- Lead on recruitment for postgraduate programmes
- Personal tutor to a small group of students, mainly postgraduates
- 20-40 credits of modular teaching each year in subject specialism

Other responsibilities

- Coordinate processes for and lead on all undergraduate and postgraduate independent learning projects and dissertations
- Attendance at four residential weekends during the academic year
- Lead on teaching observations across undergraduate and postgraduate programmes
- Represent Lindisfarne on the Board of the Religious Resources Centre

Person Specification

Essential

- Hold a degree in Theology or Theology and Ministry at MA or PhD level;
- Be research active in the candidate's areas of specialist theological interest;
- Be organised and administratively skilled, with good and effective working knowledge of IT, including Microsoft Office programmes;
- Have a positive understanding of the role of ordained and licensed ministry within the Church of England and in the 'emerging' Churches;
- Willing to work creatively with people from other Christian denominations;
- Be someone who can take responsibility for the ministerial formation of Ordinands and Readers/Licensed Lay Ministers;
- Have experience of teaching at Higher Education level;
- Have experience of adult ministerial training;
- Be enthused and excited about teaching and enabling reflective learning in relevant subject areas;
- Have strong interpersonal skills with an ability to manage change and work as part of a small team;
- Able to form effective relationships with a diverse range of students and local supervisors;
- Be familiar with and able to work with the different traditions of the Church of England.

An Occupational Requirement exists for the post-holder to be an active communicant member of the Church of England or of a Church in full communion with the Church of England in accordance with the Equality Act 2010.

Desirable:

- Have a proven track record in leadership in mission and the ability to relate this to situation and context as well as to teach it to first degree level;
- Hold a qualification in teaching in Higher Education, or be willing to undertake this;
- Have access to own vehicle.

Application

Please send a CV and cover letter outlining your suitability for the post to: admin@lindisfarnect.org
Please include contact details for two referees, one academic and one who can comment on other aspects of your life, including links to Church.

The closing date for applications is midnight on 7 June 2023. Interviews will be on 23 June 2023 at Church House, St John's Terrace, North Shields, NE29 6HS.