



Candidate Information Pack

Academic Dean

Cliff College, Calver, Hope Valley, S32 3XG

Closing date: 21st March 2025 (Noon)

Interviews: 3rd / 4th April 2025

ABOUT THE ROLE

Cliff College is looking to appoint a dynamic Academic Dean to work alongside the Principal and to provide leadership and management of the academic life of the College.

Over the past few years, the College has designed an innovative suite of new taught programmes (Foundations, BA Theology and Mission, and MA Theology and Mission) which are validated by the University of Manchester.

These programmes exemplify the College's learning strategy, which is to serve the Church in God's mission by equipping disciples and leaders who are theologically and biblically literate, and missionally wise.

The academic delivery of the College is thoroughly hybrid, making creative use of online learning to reach well beyond our residential community and make the greatest impact for the Kingdom of God.



The Academic Dean will play a crucial role in delivering and developing this vision, superintending the whole range of the College's programmes – short training opportunities through to doctoral research – in all their modes – on site, online, and dual-delivery.

In addition to curating a strong academic team to teach and administer the work, the Academic Dean will be responsible for promoting academic enhancements, creating an excellent student experience with equality of opportunity, and ensuring quality and standards for both internal and external review.

The successful candidate will exemplify the College's ethos, and be an energetic, authentic and experienced advocate for the transformational impact of theological and missional learning.

Rev Dr Andrew Stobart
Vice Principal, Cliff College
(Principal September 2025-)

JOB DESCRIPTION

Job title: Academic Dean.

Location: Cliff College, Calver, S32 3XG.

Responsible to: Principal.

Responsible for:

- Faculty.
- Academic Administrators.
- Librarian.

Internal relationships:

- Leadership Team.
- Faculty.
- Academic Registry.
- Library and Archives.
- Innovation Team.
- Mission and Evangelism Placement Team.

External relationships:

- University of Manchester.
- External Examiners.
- Methodist Church in Britain.

Purpose and objectives:

1. To lead the academic life of the College with passion and integrity
2. To manage the academic staff and resources of the College with expertise and care
3. To contribute to the College's delivery in an area of specialism within the field of theology and mission
4. To embody – both internally and externally – the College's approach to theological and missional education, formation and training

Faith: In accordance with schedule 9 of the Equality Act 2010 it is an occupational requirement that the successful applicant is a practicing Christian.

Key responsibilities:

1. Academic leadership and management:

- a. To provide academic leadership as a wise and timely decision maker, a sounding board, and an effective meeting chair.
- b. To manage and support faculty, administrative and library staff, investing in their annual appraisal and continuous professional development.

- c. To set the annual academic programme and allocate/locate resources accordingly.
- d. To identify, develop and design programme enhancements – including especially in the student experience of dual-delivery and online learning – in collaboration with programme leads.
- e. To curate and chair the agendas of key academic meetings, including Academic Board, Board of Studies, Resourcing Learning Committee, Mitigating Circumstances Committee, Ethics Committee and Exam Boards.

2. Quality and standards:

- a. To evaluate and review all aspects of the College's academic delivery through careful critical analysis of data and feedback.
- b. To collaborate with the University of Manchester's School of Arts, Languages and Cultures Validation Office and the Faculty of Humanities Doctoral Academy in maintaining and enhancing the College's validated academic provision.
- c. To coordinate the College's relationship with programme and subject External Examiners.
- d. To keep all academic policies and procedures aligned with current relevant regulations, guidelines and best practice.
- e. To supply quality assurance information and reports, as required, including to the Academic Advisory Group of the Cliff Committee.

3. Teaching and research:

- a. To teach and supervise research in an area of subject expertise in the field of theology and mission.
- b. To complete tutoring, marking, moderation and other academic administrative duties, as required.
- c. To maintain an active research interest in an area relevant to the College's ethos and academic vision.

4. College life:

- a. To support the Principal and Leadership Team in leading and nurturing a flourishing, healthy organisation.
- b. To fulfil a key role within the onsite and online community of Cliff College, including through the leadership of worship and preaching, pastoral care and the oversight of student conduct.
- c. To participate in organising and leading key College events, such as Graduation and Festival.
- d. To advocate for the College within Methodism, the wider Church and the Higher Education sector.

- 5. To complete any other reasonable duties, as required by the Principal, including professional development.

Summary of terms and conditions:

Contract type:	Full-time, permanent.
Working hours:	35-hours per week.
Rate of pay:	£46-£50,000 per annum.
Location:	Cliff College, Calver, S32 3XG. <i>This role is not suited to home or remote working.</i>
Working pattern:	Normally Monday-Friday, 8.40-5; however, flexibility will be required to fulfil the role. There is a requirement for all staff to work and be present at Cliff Festival and Graduation.
Annual leave:	Based on completed and continuous service years: <ul style="list-style-type: none"> - Years 1-4: = 33 days per annum inclusive of public holidays. - Years 5-9: = 36 days per annum inclusive of public holidays. - Year 10 onwards: = 38 days per annum inclusive of public holidays. <i>Annual leave is calculated pro-rata for part-time employees.</i>
Pension:	There is a defined contribution pension scheme to which eligible staff will be auto enrolled. Employees who do not meet the auto enrolment criteria are eligible to join the Scheme, subject to certain provisions.
Probationary period:	Appointments are conditional on the satisfactory completion of a 6-month probationary period. We reserve the right to extend this up to 12-months.
DBS disclosure:	Appointments are conditional subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS).
Right to work:	Appointments are conditional on the successful applicant demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006.
Training:	There will on occasion be the need for relevant training to be undertaken relevant to the role, the College and/or the wider Methodist Church. When this is a requirement, it will be undertaken during contracted hours or recorded as time off in lieu (TOIL). We are an employer that will try to support your professional development and during your employment with us we will consider any requests that you make for your continuing professional development.
Methodist Ministers:	Standard terms and conditions of appointment apply (including stipend plus tutor's allowance). This appointment is within the control of the Methodist Church.

PERSON SPECIFICATION

Job title: Academic Dean.
Location: Cliff College, Calver, S32 3XG.
Responsible to: Principal.

<i>E = Essential, D = Desirable, A = Assessment Method</i>	E	D	A
Training & Qualifications			
Accredited undergraduate or postgraduate degree in theology	Yes		A, Q
Accredited doctorate (completed) in a relevant subject area within the field of theology and mission	Yes		A, Q
Higher Education teaching qualification or professional recognition (AdvanceHE)		Yes	A, Q
Proven Ability, Knowledge & Skills			
Record of teaching at both undergraduate and postgraduate levels	Yes		A, I
Experience of programme leadership and design	Yes		A, I
Competence in dual-delivery teaching and technology	Yes		A, I, E
Experience of supervising masters' and doctoral level research	Yes		A, I
Record of academic achievement exemplified by research, publications and speaking		Yes	A, I
Familiarity with the UK Higher Education landscape, including regulation and regulatory bodies	Yes		A, I
Familiarity with trends impacting the landscape of theological education and vocational training	Yes		A, I
Proven ability to manage multiple direct reports	Yes		A, I, E
Evidence of effective team leadership to achieve results	Yes		A, I
Evidence of competence and initiative in timely and efficient administration	Yes		A, I
Proven communication skills, in person and online, both verbal and in writing	Yes		A, I
Any Other Requirements			
Have a growing Christian faith	Yes		A, I
Experience of missional engagement and leadership	Yes		A, I
Enthusiastically supportive of the ethos and vision of Cliff College	Yes		A, I
Passionate commitment to theological education and vocational training to support the Church in God's mission	Yes		A, I
Evidenced active engagement with the Methodist/Wesleyan family of churches		Yes	A, I
Willingness to actively participate in a residential and online community of hospitality, learning and missional impact	Yes		A, I
Proven awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of every person in all aspects of life	Yes		A, I
A satisfactory disclosure from the Disclosure and Barring Service.	Yes		DBS

Assessment Method

- A – Application Form
- I - Interview
- Q – Certificate/Qualification
- E - Exercise

OUR COLLEGE

Cliff College is a Methodist and evangelical learning community, rooted in God's Word and Spirit.

The academic programmes of Cliff College seek to form and equip students for the practice and leadership of Christian mission and evangelism in contemporary contexts.

While serving the whole Church, one of the College's primary catchments is the Methodist family of churches – both the Methodist Church in Britain and partner churches around the world – within which Cliff offers a distinctly evangelical voice.

Students can expect the curriculum to be consistent with this Methodist and evangelical heritage, and with the calling and priorities of the Methodist Church in Britain, of which the College is a part.

The curriculum is thus marked by a firm commitment to God's inclusive grace, and a deep appreciation of the rich and diverse tapestry of Christian experience.

In equipping students for the practice and leadership of mission and evangelism, the curriculum embraces the importance – both separately and in their interplay together – of Scripture, reason, tradition, experience and the justice-and-holiness-seeking community brought about by God's Spirit.



NEXT STEPS

We encourage enquiries and questions about the role before making an application. Such contact should be addressed to Michelle Foulkes by email at m.foulkes@cliffcollege.ac.uk

To make an application you must complete an application form ([download here](#)) and return with a copy of your current academic CV to Michelle Foulkes before noon, 21st March 2025.

1. Closing date:	21 st March 2025.
2. Interview date:	2 nd /3 rd April 2025.
3. Anticipated Start	No later than 1 st September 2025.

Interviews will be held in-person at Cliff College, S32 3XG.

IMPORTANT INFORMATION

Adjustments:

Please let us know if you require adjustments making at any stage or to any aspect of the application process or provide us with any information that you feel relevant whilst we consider your application. If you are selected for interview, we will ask if you have any access needs or if you require any reasonable adjustments to be made for the interview. Please be assured that we will be supportive in discussing reasonable adjustments at all stages of the recruitment process.

Entitlement to work in the UK:

Any job offer will be conditional on you demonstrating the right to live and work within the United Kingdom as required by the Immigration Asylum and Nationality Act 2006. You will be asked to provide evidence of your entitlement should an offer of employment be made.

Experience, knowledge, skills, and abilities:

The person specification lists minimum requirements for this post. When shortlisting, the panel will only consider information that is written on your application form, and they will assess this information against the person specification. *Where CVs are submitted these will not be used to make shortlisting decisions.*

References:

Any job offer will be conditional, subject to the receipt of satisfactory references and we reserve the right to withdraw a conditional offer based on the references that we receive. One should be from your current or your most recent employer, the second from a previous and relevant work experience. It is important that both referees are able to comment on your suitability to the role.

Criminal convictions:

Anyone who applies to work with us will be asked to disclose details of unspent convictions during the recruitment process. Whilst having a criminal record does not necessarily bar you from working for us this will depend on the job that you have applied for and the nature of the conviction.

Data protection:

The information you provide will be held in the strictest confidence. We process information in line with our Privacy Policy and if you are successful in your application the information that we hold will be used to administer your employment with us. By making an application, we assume that you agree to the processing of your data in accordance with our Privacy Policy.

Equality, diversity, and inclusion:

Our aim is to have a workforce that reflects the diversity of talent and abilities drawn from across our community. In line with the Equality Act 2010, we will monitor the composition of our workforce to ensure it is representative and that staff are treated equally and fairly.

Unless clearly stated that an 'Occupational Requirement' is in place with a vacancy, recruitment will be made on the basis of an applicant's ability and merit as measured against the job criteria.

If you have any questions or comments about how we recruit, please feedback by clicking [here](#).