



**Calver
Hope Valley
Derbyshire S32 3XG
01246 584200
registrar@cliffcollege.ac.uk**

January 2019

Dear Applicant

Academic Director

Thank you for your interest in the role of Academic Director.

Please find attached a number of documents which will help you in applying for this post:

- advert
- Job description and person specification
- Cliff College Ethos and Charisms
- Organisational Chart

The application form is available as a separate document.

If you are going to apply for the job please read the information on the application form carefully before completing. We are happy to accept applications using either a completed application form or a CV and covering letter, outlining how you meet the criteria outlined in the person specification, which should be submitted electronically to registrar@cliffcollege.ac.uk by **12 noon on Monday 28 January 2019**. Applications received after this time will not be considered.

You will find more information about the College on our website at www.cliffcollege.ac.uk. If you would like further information about the role please contact the Academic Registrar at registrar@cliffcollege.ac.uk, who can also arrange an informal conversation with the Principal, Revd Ashley Cooper.

We look forward to receiving your application.

Paul Taylor
Operations Director

JOB DESCRIPTION

Job Title:	Academic Director
Location:	Cliff College, Calver, Hope Valley, Derbyshire S32 3XG
Responsible to:	Principal
Responsible for:	Faculty and Student Services
Internal relationships:	Principal, Operations Director, Programme Leads, Faculty, Academic Registrar, Academic Administrators, Financial Registrar, Operations staff, Cliff College Committee
External relationships:	Staff working in this field in other institutions and regulatory bodies, University of Manchester's Academic Advisor and Collaborative Partnership Administrative Officer, QAA, Hefce and other academic bodies, External Examiners, Staff of the Discipleship & Evangelism Cluster of the Methodist Church, Churches and other contacts as appropriate
Purpose:	<p>To work with the Principal to provide the academic leadership for the College and share in senior leadership responsibilities. Alongside this role the post holder is also required:</p> <ul style="list-style-type: none">• to act as Postgraduate Research Programme lead• to teach, engage in research and other academic duties

Ethos and charisms:

The College's motto 'Christ for all – all for Christ' summarises the heart of College life, that is, a community that trains people from all walks of life and backgrounds to be better equipped for evangelism and mission, and the ministry to which God has called them.

In particular, it is a community:

- that prepares people for confident, appropriate and contextual evangelism in Britain and abroad
- that seeks a life of prayer, with a particular emphasis on holiness and the Spirit filled life
- that seeks excellence in all that it does
- of grace that builds one another up in Christ.

Main tasks:

1. Academic

- a) To lead the academic functions of the College alongside the Principal
- b) To be the main point of contact between the College and the QAA, University of Manchester, Office for Students, HESA and other academic and regulatory bodies and to lead on the College's Prevent strategy
- c) To oversee the initiation, development and review of all courses, programmes and events located at the College and elsewhere, in collaboration with colleagues, partners and others
- d) To contribute to the development and implementation of the annual Business Plan, delivering the strategy of the College
- e) To line manage the Faculty, Academic Registrar and Librarian
- f) To teach in your subject areas of expertise, carry out research and other academic duties
- g) To act as Postgraduate Research Programme lead

2. Sharing in the life of the College

- a) To attend and be involved in the leadership of weekly Celebrations and daily morning prayer, and engage in other groups within the community and devotional life of the College
- b) To participate in the annual College Festival, Graduation and other activities as directed by the Principal
- c) To be a member of the Executive Committee and participate in a variety of management meetings within the College
- d) To undertake other appropriate responsibilities within the life of Cliff College as directed by the Principal

3. Promotion and advocacy

- a) To share in the representation and advocacy of the College within Methodism, the wider Church and the wider world
- b) To report to the Cliff College Committee and other governing bodies

4. Personal development

- a) To engage in the College's appraisal process or, if an ordained Methodist Presbyterian or Deacon, in the Methodist Church's procedures
- b) To undertake ongoing professional development as agreed with the Principal

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment
Education and training	An earned PhD, in theology, missiology or a related subject (or very significant experience in academic leadership where an earned PhD has not yet been awarded)	A HE or other teaching/ education qualification	A, I, Q
	Evidence of ongoing professional development	Member of Higher Education academy or equivalent	A, I, Q
Proven ability	Experience of and demonstrated competence in HE leadership and management		A, E, I
		Experience as an External Examiner	A, I
	Experience of teaching theology or a related subject in the context of Higher Education	Recent experience of teaching theology or a related subject in the context of British Higher Education	A, I
	Experience of institutional university revalidation, QAA review and/or similar processes	Led an institution successfully through university revalidation, QAA review and/or similar	A, E, I
		Pastoral experience in an educational context	A, I
		Experience of vocational development or of initial ministerial training	A, I
	Proven experience of ability to work closely as a team with a range of people and interests, including those with differing perspectives	Practical experience of evangelism or Christian leadership in contemporary society	A, I
	Very well organised in the working environment		A, I
Special knowledge and skills	Proven experience of managing staff teams		A, I
	Significant administrative ability		A, I
	Excellent communications skills both verbal and written		A, I
	Ability to use ICT systems competently and creatively	Experience of effective use of social media	A, I
	Proven awareness of, and sensitivity to, issues of equality, diversity and inclusion and a commitment to the unique value of the individual in all aspects of the Church's life		A, I

Attributes	Essential	Desirable	Method of Assessment
Special qualities or aptitudes	Fully in sympathy with and supportive of the ethos and charisms of Cliff College		A, I
	A willingness to play an active role in the life of the Cliff community		A, I
	Ability and willingness to work in a collaborative and flexible way		A, I
	Understanding of issues related to renewal, holiness and the Spirit-filled life		A, I
	Familiarity with or a willingness to become familiar with the Methodist Church and its institutions and procedures and to work within its structures	Experience in spiritual and vocational development, and in building community	A, I
Other requirements	Membership of a member denomination of CTBI or equivalent		A, I
	Willingness to travel nationally and internationally		A, I

Evidence: A - application form; I - interview; E - exercise; Q - proof of qualification

TERMS AND CONDITIONS

Terms of appointment	Permanent
Hours of work:	35 hours per week
Remuneration:	£42,000 per annum
Health and safety	The post holder will be subject to Cliff College's Health and Safety policy.
Equal opportunities	The post holder will be subject to Cliff College's Equality, Diversity & Inclusion policy.
Physical conditions	Individual office accommodation at Cliff College
Disclosure:	Due to the nature of this post, appointment will be subject to a satisfactory disclosure from the Disclosure & Barring Service (DBS).
Work permit:	Appointment will be subject to documentary evidence of the right to live and work in the UK.
Holiday entitlement:	Your pro rata holiday entitlement is dependent on your years of service: Years 1-4: 25 days annual leave + 8 bank holidays = 33 days; Years 5-9: 28 days annual leave + 8 bank holidays = 36 days; Year 10 onwards: 30 days annual leave + 8 bank holidays = 38 days. All Cliff College staff members are required to work the second May bank holiday as this is Cliff Festival.
Sick pay:	Entitlement in accordance with Cliff College's sickness policy
Pension:	There is a defined contribution pension scheme to which eligible lay employees 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 made subject to the satisfactory completion of a probationary period, normally six months.
For Methodist ministers:	Remuneration: stipend plus an additional allowance of 20% Pension: the normal terms and conditions for a Presbyterian or Deacon will apply.

There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Ethos and Charisms

Cliff College

Cliff College has a long and rich heritage of providing education and training for Christian ministry in evangelism and mission, and we have always sought to be at the cutting edge of contemporary missional thinking. Founded in 1904 as a Methodist lay training college, Cliff College is biblical and evangelical in emphasis. Today our student body is both lay and ordained, and from diverse denominational and other Christian backgrounds.

Our motto '**Christ for all – all for Christ**' sums up who we are and what we are about: continuing to train people from all walks of life and backgrounds to be better equipped for evangelism and mission, and the ministry to which God has called them.

Ethos and Charisms

The College's defining charisms, or key gifts and commitments, reflect and express the distinctive way in which we seek to fulfil our purpose:

We are **a community that prepares people for confident, appropriate, contextual evangelism** in the UK and beyond. As a resource for the whole people of God we seek to serve local churches and enable them to reach their own local communities more effectively, particularly through individuals who are better prepared and equipped for Christian ministry.

We are **a community which seeks a life of prayer**, with a particular emphasis on **holiness and the Spirit filled life**. This reflects our roots in the Wesleyan tradition, and shapes our understanding of our defining characteristic: evangelism and mission. We want our theological training to fuel our prayer and worship – and our prayer and worship to inspire our theological training. We encourage students to be involved in leading the various community times of worship during their time at the College in order to share the gifts that God has given them, and to be an active part of a local church.

We are **a learning community that seeks excellence in all that we do**. We have a high standard of excellence in all our programmes, courses, conferences, summer schools and other events in order to provide the best training we can for everyone, in compliance with what is required of us by our validating body, the University of Manchester, and other bodies as appropriate. We have always had an open access policy – offering something for everyone regardless of academic background. We seek to balance the learning of the lecture room with learning through practical action and engagement in mission opportunities.

We are **a community of grace that builds one another up in Christ**. We believe that our distinctive community is created when we care for one another, share together in worship, discipleship and fellowship, prepare for and engage in mission, and learn together.

A shared responsibility

Our aim is to share the Gospel with grace as well as truth, respectful of all others, and with a particular concern for the vulnerable in our society. This approach is characteristic of our ethos and the nature of the community we seek to create. All staff employed by the College, and any visiting speakers, whether academic or non-academic, full time or part time, Christian or not, are required to support this ethos.

As a college we are aware that there are those who, holding passionate beliefs of different kinds, seek to impose their beliefs on others and of the harm that this can cause. Groups and individuals who wish to use our facilities for their own events and conferences are required to respect our ethos and to act and speak in accordance with its underlying commitment of respect for all others.

Organisational Chart

