



## **The Scottish College (Congregational and United Reformed) SCIO**

Scottish Charity SC051195

### **COLLEGE MANAGER**

#### **Introduction**

The Scottish College is an educational and training charity providing Christian education and ministerial training for members, ministers and ministerial trainees of Congregational and United Reformed churches, particularly in Scotland. The College is in educational partnership with the National Synod of Scotland of the United Reformed Church and is recognised as a Resource Centre for Learning by the General Assembly of the United Reformed Church (URC).

The College has primary responsibility for promoting learning in URC churches in Scotland, as well as for providing and/or commissioning and overseeing initial ministerial education (EM1), post ordination support (EM2) and continuing ministerial education (EM3) in Scotland.

By virtue of an association agreement with the URC's National Synod of Scotland, the Principal serves *ex officio* as Training and Development Officer of the Synod, and acts as Synod Candidating Officer for those enquiring about ministerial service, as well as being involved in Scottish and wider URC networks and committees. The College will seek to offer learning opportunities also to local churches in Scotland belonging to the Congregational Federation, and to their members.

The College is governed by a Board of Trustees, which elects officers (a Chair, Treasurer and Secretary) and appoints a Principal.

The College's day-to-day work is undertaken by the Principal, assisted by a small team of Honorary Tutors. Ministerial trainees are supported in placement-based situated learning by voluntary placement supervisors and mentors. A Finance Officer (part-time in a shared post with the Synod) assists the Principal and Treasurer with accounting and financial administration.

The College works closely with ecclesiastical and educational partners and is embedded in network of close co-operation with colleagues across Great Britain and, occasionally, more widely. The College's closest working partners at the time of writing are *Education and Learning* and *Ministries* at United Reformed Church House and the *National Synod of Scotland*. The College wishes to develop a deeper partnership with Congregational churches in Scotland, some of whom are members of the charity.

#### **The Role**

The College wishes to appoint a person to provide management and administrative support and services, working as part of a team to strengthen and support the educational work of the charity in association with the Officers, Trustees and Tutors and to act in support of the Principal.

The postholder will join the College at an interesting and important time with much scope for co-operative working and on-the-job development. New learning pathways towards ministerial and other service have been developed in the last few years, and others are in process of development, and co-operation with partner Colleges elsewhere in Great Britain is increasing. The United Reformed Church is engaging in a process of commissioning educational services and administration previously provided in-house, some of which will devolve to the College.

The College's expertise and ways of working have been largely situated in personal informal and tacit processes, with consequent vulnerability to 'key person' risks. The appointment of an imaginative and engaged Manager is one of the ways that the Trustees will mitigate these.

The College seeks a person with a genuine interest in the work of theological education and adult learning to contribute meaningfully as part of a small team undertaking varied work.

It is envisaged that the postholder's main base will be at College offices located conveniently in Glasgow city centre during regular part-time hours to be agreed. The College is open to considering other working arrangements including hybrid working and a variable pattern of attendance over the year, if appropriate. For example, it may be possible to vary working hours to accommodate caring responsibilities.

We believe that this is an exciting post arising at a creative and interesting point in the institution's journey. It offers much scope for satisfying work as part of a committed team. The Manager will work closely with colleagues and Trustees to ensure the smooth and effective operation of the educational charity, and will play a key role in shaping the direction of the College's programmes and overall mission.

**Responsible to:** The Principal

**Duties:**

1. To be a point of contact and to facilitate communications between the College and its students, office bearers, tutors and other learners, including the College's educational partners (universities, denominational colleges and institutes of theological education), as well as church partners.
2. To be responsible for the servicing of meetings and teaching events including:
  - the taking of minutes at meetings of the Board of Trustees and such other committees as may be required
  - the collation of agendas and minutes for meetings
  - the booking of venues and arranging provision of catering and other facilities for meetings.
3. To provide support for the United Reformed Church's Learning Hub, which is a Moodle-based platform. This will include dealing with account administration, when necessary, and updating information. In particular, the College Manager will
  - provide oversight and support for the hub, resolving minor issues and liaising with learning technology contractors concerning more major downtime events and technical issues.
  - support development around online learning and digital access, including contact with stakeholders and developers of educational resources
  - manage compliance issues related to the hub, liaising with the denominational Compliance Officer and others to ensure data security, privacy and accessibility standards are met and maintained.

4. Depending on the interests and experience of the postholder, to be involved in planning and execution of training, including:
  - training of students in respect of College processes
  - promoting other learning that draws on the postholder's expertise.
5. To be responsible for the management of bookings, and course dates including:
  - the booking of accommodation for College gatherings, staff training events, in house training days and other events
  - undertaking all necessary mailings for College gatherings or meetings
  - the preparation of all necessary support documentation.
6. To be responsible for social media and communications on behalf of the College, including:
  - the posting of materials as necessary on the College website and ensuring that the College website is up-to-date
  - preparation of a termly newsletter, including soliciting contributions and collating news of training events and opportunities
  - liaison with United Reformed Church Assembly and Synod Communications staff, as necessary
  - liaison with local churches and bodies of the Congregational Federation in Scotland.
7. To be responsible for in-house drafting and publishing including:
  - maintaining and updating College policies, procedures and handbooks
  - the sending out of occasional cards and invitations as necessary.
8. To assist with scheduling training events in all areas of the College's work, including:
  - liaising with the Principal in respect of their diary and managing routine correspondence in connection with this
  - setting up scheduling polls and surveys, and communicating results to participants and staff.
9. To assist the Principal and officers to ensure that the College complies with legal requirements and relevant policies of stakeholders, including:
  - assisting with the PVG registration of incoming students, where necessary
  - liaison with denominational staff
  - advising concerns.
10. To undertake general secretarial duties for the Principal and Officers including the production and sending out of letters and emails, as required.
11. To share general "front of house" tasks during office hours, including dealing with telephone and email enquiries and liaising with members of Synod and College office staff, as necessary.
12. To provide administrative support for discernment in relation to processes for recruitment, selection and training, including:
  - the practical arrangements for selection panels and conferences, liaison with candidates and the relevant denomination and the processing of related documentation
  - the maintenance of files and records as necessary.
13. To assist with covering office reception during holiday or sickness absence, where available.

14. To act as administrator of the Friends of the Scottish College.
15. Act as first point of contact with Synod staff on matters relating to the shared owned office.
16. To carry out such other any other duties as may reasonably be required by the Principal.

## PERSON SPECIFICATION

The ideal candidate will be a highly motivated and organized individual with a passion for professional adult higher education and a commitment to the mission and values of the College. They will have a proven track record of management experience, as well as a strong understanding of operations. They will possess strong communication and interpersonal skills and be able to work well alone and in a team environment. An ideal candidate will have some experience of learning management systems (preferably Moodle), or the willingness to engage in training to support administration of the URC Learning Hub.

### **Experience**

#### *Essential*

Experience of office administration, systems and management of projects in co-operation with others.

#### *Desirable*

Experience in the fields of educational and/or church administration, or a voluntary sector environment.

Experience of updating and maintaining web-based resources.

### **Skills**

#### *Essential*

Ability to work as part of a small team.

Excellent interpersonal, communication and organisational skills.

Ability to work flexibly and co-operatively and to establish effective working relationships with staff in the College and associated bodies, with students and church members.

Facility with Microsoft Office PowerPoint, Word and Outlook.

#### *Desirable*

Ability to generate new ideas regarding practice and procedure.

Experience in a range of information and enabling technology packages, including Microsoft and Google Corporate platforms.

Knowledge of website and/or virtual learning environments, ideally including Moodle.

Knowledge of the requirements of Scottish Charity regulations.

### **Qualifications**

#### *Essential*

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#### *Desirable*

Degree-level qualification or equivalent.

### **Other requirements**

#### *Essential*

A sympathetic appreciation of the work of Theological Higher Education and a willingness to work within the ethos of the College and support its aims.

#### *Desirable*

The ability to work outside office hours occasionally (e.g. to service the College Annual General Meeting).

## **OUTLINE CONDITIONS OF EMPLOYMENT**

Salary: £13,000 - £17,500 per annum (based on experience)  
(FTE £26,000 - £35,000)

Working Hours: 18.75 (0.5 FTE)

Normally based at the College offices in Glasgow.  
Pattern of working to be agreed.

Pension: Employer Contribution of 5%.

Annual Leave: 25 days plus (English )Public Holidays (pro rata).

Contract Type: Open

Probation Period: Three months

## **APPLICATION PROCESS**

If you would like to find out more about the role, or to have an informal conversation, please contact the Principal, by email at [principal@scottishcollege.org](mailto:principal@scottishcollege.org) or telephone 0141 248 5382.

To apply please provide a curriculum vitae (including the details of two referees), plus a covering letter or short personal statement.

Deadline: 23.59 on 14 October 2024

Please email your application to [principal@scottishcollege.org](mailto:principal@scottishcollege.org) or send by post to

The Principal  
The Scottish College (Congregational and United Reformed) SCIO  
3/2 Atlantic Chambers, 45 Hope Street  
GLASGOW G2 6AE

Please note:

- We will acknowledge your application at the closing date.
- Applications will be shortlisted against role description and person specification.
- We will contact you whether or not you have been invited to interview, please provide an email address.

Any offer of employment will be made subject to:

- Evidence of your eligibility to work in the United Kingdom.
- Successful completion of the probationary period.
- Two satisfactory references.

References are requested once an offer has been made. We will ask for your permission before seeking any reference.

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