



Academic Registrar Job Description

Job Title: Academic Registrar

Location: Flexible Hybrid including the Mirfield Centre and home-based

Responsible to: Chair of the YTEP Common Awards Management Committee (CAMC)

Time allowance: 0.4 FTE (14 hours)

Salary: £15,800 (£39,500FTE) plus pension provision and attendance of the annual Theological Educator's Network Conference.

Indicative availability: Tuesday to Thursday as agreed with Chair of CAMC. The role may be combined with a post with one of the YTEP partners.

Key Relationships: YTEP Trustees, Chair of CAMC, YTEP Administrative Officer, YTEP Heads of Centre, Durham University Common Awards Team, Church of England National Ministry Development Team (NMDT).

Purpose: To manage high-quality and student focused academic registry and administration services for the members of the Yorkshire Theological Education Partnership including acting as Clerk to the Trustees

Objectives:

1. To manage YTEP as a Charitable Incorporated Organisation
2. To manage the relationship with the Common Awards Team at Durham University
3. To oversee student registry and the administration of Common Awards programmes across the partnership
4. To represent YTEP to the Church of England national Ministry Development Team (NMDT).
5. To undertake other duties as required

Key Responsibility Areas

1. To manage YTEP as a Charitable Incorporated Organisation

- acts as Clerk to the Trustees, supporting good governance through regular contact with the Chair and other Trustees;
- drafts policies and working papers to resource the Trustees as appropriate;
- works with the Chair of CAMC to develop the YTEP business plan, manage institutional risk and ensure that YTEP serves the purposes of its partners;
- drafts and manages budgets, including securing income;
- acts as the named contact person for the Charity Commission;
- ensures that information provided to the Charity Commission is accurate and up-to-date;
- collaborates with the charity's Accountant and Independent Examiner in the production of the Annual Report and accounts;
- ensures organisational compliance with current Accounting, HR, Safeguarding and Data Protection standards.

- 2. To manage the relationship with the Common Awards Team at Durham University**
 - communicates pro-actively with the Common Awards Team at the university, including the University Liaison Officer; ensuring that YTEP is attentive to its contractual obligations
 - advises partners in relation to strategic curriculum developments and leads partner consultation processes
 - leads the academic policy review cycle in accordance with university requirements
 - leads the quality assurance role of CAMC, including the ASE, implementing the required university quality processes;
 - attends the YTEP Common Awards Management Committee;
 - oversees the annual preparation of programme documentation to be forwarded to the university;
 - oversees university registry processes from student enrolment to graduation including assessments on behalf of the partners;
 - oversees the submission of claims for accreditation of prior experiential or certificated learning (APEL/APCL);
 - advises the Chair of the YTEP Board of Examiners and liaises with the External Examiner including drafting the YTEP response to the External Examiners annual report.

- 3. To oversee student registration and the administration of Common Awards programmes across the partnership**
 - promotes to a 'can-do' and supportive team culture and working practices with colleagues and partners who are working at a distance;
 - provides advice and guidance to partner Centre staff (both academic and administrative) in support of delivery of the Common Awards programmes;
 - oversees partner student registry processes from enrolment to graduation including assessment;
 - leads the development of the YTEP website and VLE (currently Moodle which hosts dedicated areas for individual partners, student records, assessment, programme documentation, governance and learning resources);
 - monitors quality assurance, and provides feedback to individual Centres and the partnership as a whole.

- 4. To represent YTEP to the Church of England national Ministry Development Team**
 - maintains regular communication with the National Ministry Team updating the YTEP partners in relation to Common Awards and training for ministry.
 - facilitates and leads PER processes

- 5. To undertake other duties as required**
 - undertake any duties as commensurate with the post requested by the Chair of CAMC;
 - is an active member of the YTEP staff demonstrating, encouraging participation and supporting the overall objectives and life of the partnership;
 - participates in an annual appraisal and regular one to ones with the Chair of CAMC.
 - undertakes any training as required for the role as identified in an appraisal;
 - adheres to YTEPs contractual and non-contractual policies at all times;
 - acts in the best interests of YTEP at all times.