



THE INSTITUTE FOR ORTHODOX CHRISTIAN STUDIES, CAMBRIDGE

Formally approved by the Pan-Orthodox Episcopal Assembly for Great Britain and Ireland

Academic Administrator IOCS

The Institute for Orthodox Christian Studies (IOCS) (www.iocs.cam.ac.uk) has a vacancy for an experienced administrator to join our team as our Academic Administrator.

IOCS is the pan-Orthodox house for theological studies functioning with the formal approval and blessing of the Pan-Orthodox Episcopal Assembly for Great Britain and Ireland. Founded in 1999, the Institute is the sole Christian Orthodox institution for higher education in the United Kingdom and attracts students and scholars from across the world. IOCS is located on Jesus Lane in the centre of Cambridge.

We are a full member of the Cambridge Theological Federation (CTF), an ecumenical body of 12 colleges and institutions (www.theofed.cam.ac.uk). As part of the Federation we deliver MA and PhD research degrees together with Anglia Ruskin University. IOCS has close ties with the University of Cambridge's Faculty of Divinity. In addition, we offer a range of non-accredited programmes online, such as our Certificate in Orthodox Christian Studies by distance learning, and we organise public lectures and events on-site or online.

This role primarily supports the work of our three-academic staff and of our 50+ students, and involves office clerical activities and assistance with the development of the current Distance Learning programmes. The Academic Administrator will be based in the main reception office of Wesley House, so an element of close interaction with our colleagues from Wesley House is inherent to the role.

Your key strengths will include good **writing skills** as you will need to create accurate documents such as letters, programmes, and publicity content; excellent intercultural **communications skills** liaising with academic staff, support staff, students and visitors from all over the world ; good **systems skills** for tasks such as monitoring recruitment enquiries, monitoring student progress and managing bookings for internal courses; and good **organisational skills**, such as making sure actions agreed in meetings are followed up and reported.

This is a part-time position, in the first instance. You will normally work from 9am to 1pm on Monday to Friday (i.e. 20h / week), but there may be some evening and weekend working for which you can take time off in lieu the following week.

Based on the working hours, the salary is in the range £14,850 - £16,000 with 15 (working) days holiday / annum, plus bank holidays. You will also be entitled to sick pay and 8% pension contributions.

There is a 2-month probation period to the job.

You would be welcome to join in the Institute's social and prayer life if you wish to be involved but this is not at all obligatory.

To apply or to find out more please email a CV and covering letter for the attention of the Principal, Fr Dragos Herescu, at info@iocs.cam.ac.uk.

You do not have to have any religious affiliation to be a member of the IOCS staff, though it is important you are sympathetic to supporting an intercultural worshipping Christian community and to working within our ethos of encouraging mutual respect and open dialogue.

Closing date: 5pm Monday 22nd November 2021

Interviews to be held in the week starting 6 December 2021 (Date to be announced closer to that date).

Job Description: Academic Administrator

Job purpose

To provide administrative support to the academic staff team, to assist with the running of the Institute's office and with the ongoing development of the Distance Learning courses.

Job description

1. Being a contact point for applicants and students for academic matters, passing on information to the relevant person in a timely manner or providing appropriate responses where able to do so. Liaising with the Cambridge Theological Federation when necessary.
2. Providing support to the academic team including:
 - support with the ongoing development of the Distance Learning Certificate and Diploma;
 - correspondence, record keeping, maintaining administrative systems, and reporting information to meetings.
 - prompting colleagues for the information needed to keep records and systems up to date.
3. Maintaining full and accurate student lists at all times, mailing lists and database (for example, student registration for the IOCS distance learning programme, the MA and PhD programmes).
4. Creating and managing systems for Academic Monitoring, ensuring that the status of each student is correctly recorded and that Progression Events are arranged on time.
5. Supporting formal and informal courses or events run by IOCS, including event set up, responding to requests for information, tracking enquiries, providing information for those on courses, providing support during courses. Proactively prompting colleagues for information and decisions that are needed, including feedback and marking.
6. Providing Audio Visual support for IOCS events, including in-person and online.
7. Supporting Board and staff meetings, particularly by taking minutes of meetings; chasing actions and ensuring transfer of referred items to agendas of other meetings.
8. Communicating information within your areas of responsibility to those who need to know.
9. Assisting in the promotion and publicity for all Institute activities.
10. Assisting with fundraising activities by maintaining up-to-date donor contact details, following up with donors, and assisting with the preparation and coordination of applications to individual trusts.
11. Working in accordance with the Institute's policies including, but not restricted to, the Health and Safety and Data Protection policies.

12. Undertaking any other reasonable tasks that you may be asked to do to support the work of the College.

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is therefore subject to amendment.

Person Specification

Qualifications	<p>No formal educational qualifications are required for this post, but are desirable</p> <p>The successful candidate is likely to be of degree-level capability</p> <p>A first aid qualification is desirable</p>
Experience	<p>Experience in an administrative role is essential</p> <p>An equivalent role in an HE administrative environment is desirable but not essential</p> <p>Front of House / Operational experienced would be useful</p>
Skills	<p>Data input and data management</p> <p>High levels of personal organisation and efficiency</p> <p>Proven ability to display initiative and to work well under pressure</p> <p>Problem solving</p> <p>Good literacy including good use of English language for formal communications</p> <p>Good numeracy</p> <p>Good IT skills including Word & basic use of Excel</p>
Interpersonal skills	<p>Clear written communication skills</p> <p>Clear and confident oral communication</p> <p>The confidence to be pro-active in communicating with a wide range of academic and administrative stakeholders</p> <p>Team-working</p> <p>Intercultural sensitivity</p>
General	<p>Sympathy with the aims and objectives of IOCS as a Christian education institution</p> <p>A commitment to high levels of service</p> <p>A 'can do' attitude</p> <p>Comfortable working within a multi-tasking role</p>