



**The Queen's Foundation for
Ecumenical Theological
Education**

Candidate Pack

Job Title	Centre for Black Theology Administrator
Role	To provide administrative support for the Director of the Centre for Black Theology towards the effective delivery of programmes and events, and for the ongoing development of the Centre
Hours	22.5 hours (FTE: 0.6) While office hours are between 9am-5pm, flexibility for evening and weekend working is required for this post
Salary	£18,000 - £21,00 pro rata, depending on experience and qualifications
Other Benefits	A stakeholder pension with a generous employer contribution Free meals in the dining room when the kitchens are open
Holidays	25 days plus 8 statutory holidays pro rata, plus closed days between Christmas and New Year
Closing date	Monday 28th June
Interviews	Friday 9 th July Queen's has worked hard to ensure a Covid-secure environment and interviews are due to take place on campus

The Queen's Foundation welcomes, fosters and promotes diversity, including ethnic diversity, gender diversity, diversity of views and practices, multiple forms of (dis)ability, and the welcome and inclusion of LGBTQIA+ students and staff.

We particularly welcome applications for this post from black and minority ethnic candidates as they are under-represented within our organisation at this level.

There is no Genuine Occupational Requirement for Professional Services staff to be practicing Christians and our staff come from a variety of faith and non-faith backgrounds.

All appointments are made on merit.

Who we are



Vision Statement

The Queen's Foundation is dedicated to excellence in theological education and personal formation by:

- *Nurturing and equipping Christians in their discipleship*
- *Preparing people for mission and ministry in lay and ordained roles*
- *Resourcing research that serves the mission of God in the world*

We celebrate unity in diversity, in a community that is international, multi-cultural, and ecumenical. We aim to enable Christians to deepen their spiritual life, to grow in a faith that is generous, enquiring, deeply rooted and creative in thought and practice, and to be passionate for God's work in God's world.

The Queen's Foundation is one of the oldest theological colleges in England. The attractive campus in Edgbaston, Birmingham is a busy place, with teaching taking place typically seven days a week and several evenings, for most of the calendar year.

The Foundation resources the theological education needs of the Church of England, the Methodist Church, and Black Majority Pentecostal and independent churches. It offers educational programmes which are validated by three different universities – Durham (undergraduate and postgraduate), Newman (postgraduate) and the Vrije Universiteit Amsterdam (PhD). Queen's is an Approved Provider registered with the Office for Students.

With a team of almost 50 academic and Professional Services staff and over 450 registered students, Queen's is a stimulating and busy place. The staff and student body are diverse in terms of denomination, nationality, ethnicity and theological conviction.

Teaching and research programmes at Queen's are delivered through five Centres:

- Centre for Ministerial Formation, which trains the Methodist and Anglican ministers.
- Centre for Black Theology, which offers postgraduate programmes to lay and ordained leaders of Black Majority Churches. It also has undergraduate students who share elements of their learning with those studying with the Centre for Ministerial Formation.
- Centre for Continuing Ministerial Development, which supports ordained ministers in the early years of their ministry as well as offering programmes for more experienced ministers.
- Centre for Discipleship and (Digital) Theology, which offers opportunities for study to a wide range of independent students, most of whom are learning online or in blended modes.
- Centre for Research and Global Partnerships, which offers PhD programmes and builds partnerships with theological institutions in the global south.

Where areas of study overlap, students can be part of more than one Centre.

About the Centre for Black Theology (CBT)

The Centre was launched in December 2018 and has built a reputation as the 'go to' place for Black theology in the UK, attracting many students from Black Majority and Pentecostal Churches. The Centre is directed by Dr Dulcie Dixon McKenzie, supported by Professor Robert Beckford, Dr Valentina Alexander and Associate Tutors.

The primary aims of the Centre are:

- a) To offer a post graduate programme (PG Cert to MA) to lay and ordained leaders of Black Majority Churches. The centre offers a PG taster programme/module that provides an admission route to PG studies for applicants with non-standard

admissions criteria. This has been developed and implemented as a MA Pathway which foregrounds Black Theology within the *MA in Theology and Transformative Practice* programme validated by Newman University.

- b) To foster and nurture a deep and sustained theological dialogue amongst members and leaders of Black Majority Churches and with other Black theologians and leaders of other churches by hosting the Black Theology Forum, organising conferences and other events that will inspire learning and action. The monthly meeting of the Forum continues to grow and during the pandemic this has become an on-line gathering.
- c) To deepen scholarship and research amongst Black theologians and to be a centre of excellence for Black Theology by offering Doctoral programmes and research events that are focused on doctoral and post-doctoral research. Currently there are around 10 candidates on this programme.
- d) To attract students from Black Majority Churches through an annual taster programme to undertake undergraduate studies, especially in the part time route of the Queen's Regional Course. This is shared with Anglican and Methodist ministerial candidates so deepens the diversity of the group. A distinctive CBT undergraduate pathway began in September 2020.

Centre for Black Theology Administrator

We are seeking a highly motivated and flexible person to provide administrative support to Dr Dulcie Mckenzie, the Director of the Centre for Black Theology. As part of the Professional Services but working closely with the Centre Director and other academic staff, the CBT Administrator will be part of a wide, multi-faceted team.

The ideal candidate will be educated to a good standard and have strong administrative experience, ideally in a higher education setting. The ability to work quickly and to prioritise between tasks, responding to developing needs, is essential in this busy role. The postholder will need to be well-organised and proactive, with excellent written and verbal communication skills.

Experience in fulfilling hosting duties on Zoom, including the use of breakout rooms for larger gatherings, is a must, as is the ability to keep calm under pressure.

Strong IT skills for Office 365 are a necessity and experience in using a database would be a strong asset. Experience of producing content for social media and editing videos is desirable.

A good knowledge and experience of Black Majority Churches, especially Black Pentecostal churches, would be valuable for this post.

Key responsibilities

1. To administer and assist in the delivery of online and face-to-face events and publicity

This will include:

- creating and updating publicity materials for conferences, events and the monthly Black Theology Forum (BTF) meetings
- handling bookings and registrations both before and during events, conferences, and BTF meetings, also providing administrative support as needed during events
- managing resources generated by events (e.g., photos, recordings for social media) to ensure that they are quickly accessible, and that video material is edited and uploaded with minimum delay
- contributing to CBT's online presence by preparing publicity and promotional material for social media posts and the website

2. To support student recruitment and admissions for the wide range of programmes offered by CBT

This will include:

- providing administrative support for the planning, advertising and delivery of Open Days and other recruitment events, and progressing follow-up actions
- being the first point of contact for admissions and other enquiries, providing information and giving assistance
- processing applicant information and ensuring the correct documentation is in place to enable timely admissions decisions
- preparing signature-ready applicant offer and outcome letters for the Director
- ensuring that the offer and enrolment process is completed in a timely manner, and that any queries arising are resolved as soon as possible

3. To provide support for academic events, study days and programmes

This will include:

- booking facilities and venues (face-to-face and online), with due regard to access needs and dietary requirements as relevant
- communicating with students and attendees about arrangements and responding to event queries
- handling student enquiries, redirecting them if and where appropriate

4. To undertake general administrative duties for the Centre Director and for CBT

This will include:

- Taking minutes of Centre Team meetings
- Circulating minutes and papers, prior to meetings
- Maintaining accurate and up-to-date student records

5. To share in the more general administrative tasks in the Queen's Foundation

This will include:

- undertaking such tasks as may be reasonably required by the Centre Director or another senior manager
- working with other administrators to ensuring that essential areas of work are covered if the operational need arises

Assessment Criteria

	Essential/ Desirable	Application (A) Interview/Tests (IT) References (R)
Qualifications, Experience and Background		
Relevant experience in a similar FE, HE, Adult Education administrative role	Desirable	A
A relevant qualification or experience in administration.	Essential	A
GCSE pass in English and Maths	Essential	A
Educated to A level or equivalent	Desirable	A
Experience and knowledge of Black Majority Churches, especially Black Pentecostal Churches	Desirable	A/IT/R
Knowledge, Skills and Abilities		
Strong IT skills using Office 365 (including Outlook, Word, PowerPoint and Excel)	Essential	IT
Experience in fulfilling hosting duties on Zoom, including the use of breakout rooms	Essential	A/IT
Experience of using databases	Desirable	A/IT
Experience in clerking meetings, including excellent minute-taking skills	Essential	IT
Ability to work independently and as part of a team	Essential	IT/R
Ability to plan ahead, manage tasks, prioritise, and meet competing deadlines.	Essential	IT
Ability to present information clearly and concisely	Essential	IT
Experience of generating content for publication on websites, social media, or Virtual Learning Environment	Desirable	A, IT

Personal Attributes		
Ability to communicate effectively with a diverse range of people, maintaining professional and personal boundaries	Essential	IT
Able to work flexibly, including some evenings and weekend days	Essential	IT
A proactive attitude with a high level of personal motivation	Essential	IT/R
Reliable, punctual, trustworthy	Essential	R
Flexible and shows initiative	Essential	IT/R
Strong organisational skills and good attention to detail	Essential	IT/R
Positive attitude towards personal learning and development	Essential	A/IT
Desire to deliver and achieve excellent standards of work and service.	Essential	IT/R

Please email your completed application form and monitoring form to:
recruitment@queens.ac.uk