

Job Description - Vocational Services Administrator

Reports To: Director of Vocational Services (DVS)
Key Relationships: DVS and LST students
Location: LST, Green Lane, Northwood, HA6 2UW

London School of Theology

London School of Theology (LST) has been providing academic evangelical theological education since 1943. It is committed to serving the Church globally and training Christian disciples who transform wider society through their life and witness. We are in an important time for the life of the School as we implement a bold 5-year strategic plan based on a core vision of 'Forming Disciples, Resourcing Churches, Impacting Society'.

Overview of the role

The purpose of the role is to provide administrative, systems, technical, interpersonal, communications and management support to the Director of Vocational Services (DVS) to ensure the efficient and effective operation of the department.

Within this role there is scope for development and growth (if the candidate so desires) to manage defined projects independently, with the support of the DVS.

Key Tasks

The following key tasks are indicative of the role, rather than exhaustive, and tasks may be amended in response to changing requirements or in line with the skills and experience of the post-holder:

Accurate data maintenance:

- Review and process placement forms
- Update student records and input data onto the database
- Analyse feedback and produce activity reports.

Communications:

- Support the DVS to ensure all information regarding our activities and resources is communicated clearly to the Student Body, individual students and other interested parties
- Assist in the day-to-day management of Vocational Services by being available to students to lend support, answer questions and trouble-shoot
- Liaise with students to ensure timely submission of placement paperwork around calendar deadlines throughout the academic year
- Work with the DVS to update placement opportunities (weekly and vacation) and promote them to students throughout the year
- Keep vocational information up-to-date and available for students and alumni by uploading online job adverts at regular intervals.

Technical support:

- Help create, maintain and update Vocational Services' presence on the LST website
- Upload and give creative input to Placement modules on LST's Virtual Learning Environment (VLE)
- Create online forms, spreadsheets, placement calendars, badges, certificates, Powerpoint slides, interview schedules, reports and analysis
- Help allocate students to Tutor Groups at the beginning of the year and lend ongoing administrative support to their oversight.

General administrative, management and event assistance:

- Printing, photocopying, filing, shredding, laminating as required
- Assemble occasional student packs
- Create displays
- Create badges for placement supervisor or other visitors
- Support the DVS to plan and deliver events
- Undertake other appropriate duties as directed.

Leading on projects:

- If confident to do so, to take the lead on Mission Monday (monthly visit by a range of external Christian agencies, to share vision with the Student Body). This will involve communications, event management and reporting skills but can be carried out 'in tandem' initially.

Person Specification:

	Essential (E) Desirable (D)	Demonstrated at Application (A) Interview (I)
Exceptional communication and customer service skills	E	A/I
Ability to work without supervision (pro-active approach)	E	A/I
Excellent time management, prioritisation and organisational skills	E	A/I
Strong attention to detail	E	A/I
Ability to work well within a team and maintain good relationships	E	A/I
High level competence in administration systems and procedures (MS Office: Outlook, Word, Excel and basic competence in Powerpoint and/or Pagemaker)	E	A/I
Experience in inputting and navigating database management systems (Ellucian Quercus or equivalent student information system)	D	A/I

Terms of Employment:

Salary: £23,536 per annum 1.0 FTE (full-time equivalent).

Hours: 14 hours per week in term-time (31 weeks per annum). Working days to be agreed but there will be a requirement for some flexibility on occasion.

Holidays: 24 days per annum plus public holidays for 1.0 FTE role and pro-rata accordingly. For the purpose of taking holiday, this has to be taken outside term-time.

LST is closed between Christmas and the New Year and this is given as additional leave.

Pension: Eligible to join the School's pension scheme (5% employer's contribution).

Notice: During the six month probationary period, one week's notice must be given in writing on either side. After this period, one calendar month's notice must be given in writing on either side.

Additional benefits include life assurance, sick pay after qualifying period, free on-site parking and discounted meals.

Date of appointment: It is intended that the postholder shall take up the post as soon as possible.

London School of Theology is a Christian college and as such it is a requirement of the Person Specification that the postholder must be in sympathy with the Christian ethos, aims and objectives of the School.

All successful candidates must have the right to work in the UK.

Application Process and Closing Date:

Applicants should send the following to the HR Manager (recruitment@lst.ac.uk) as pdf documents attached to an email:

- a. Covering letter of application stating why the role is of interest and how the requirements of the Person Specification are met
- b. Curriculum vitae
- c. List of three referees, one of whom should be the applicant's Vicar/Minister/Pastor (these will not be taken up without the applicant's permission)

The HR Manager
London School of Theology
Green Lane, Northwood
Middlesex HA6 2UW

Email: recruitment@lst.ac.uk

Tel: 01923 456000

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by a video call with second stage interviews taking place at our site in Northwood.