



WYCLIFFE HALL

MINISTERIAL TRAINING OFFICER VACANCY

Wycliffe Hall is seeking to appoint a Ministerial Training Officer, a key support role within the Hall's vibrant community.

The successful candidate will have experience in delivering effective administrative support, preferably in a collegiate and/or Higher Education environment. This varied post requires an organised individual with a proactive approach to undertaking tasks. The Ministerial Training Officer will undertake a range of essential administrative tasks using a number of IT applications, and will be expected to maintain and responsibly handle student data.

The post will report to the Academic Registrar, and will work closely on a day-to-day basis with the Academic Officer and Safeguarding Lead.

This post is offered on a part-time basis, of around 0.6-0.8FTE, but there is flexibility within the FTE and days/hours worked. If it would be helpful to have an informal discussion about this prior to making an application, please do contact helen.steffens@wycliffe.ox.ac.uk (until 4th April) or katy.routh@wycliffe.ox.ac.uk (from 7th-16th April).

To apply for this post, please send the following:

- 1) A full CV;
- 2) A covering letter explaining how your experience might qualify you for this post;
- 3) The names and contact details of two referees.

Applications are to arrive by **12 noon, Monday 21st April**. Interviews will take place at Wycliffe Hall on **Tuesday 29th April**, with shortlisted candidates contacted the preceding Friday (25th April). If you are unable to make the proposed interview date, please let us know as soon as possible.

Please send applications to vacancies@wycliffe.ox.ac.uk.



WYCLIFFE HALL

JOB DESCRIPTION: MINISTERIAL TRAINING OFFICER

Responsibilities include:

1. Managing the Hall's programme of ministerial training for Church of England ordinands:
 - a. Organising the production of annual reports;
 - b. Ensuring the paperwork for student placements is up to date and complete;
 - c. Supporting the organisation of college missions;
 - d. Keeping records of students' curacy plans;
 - e. Maintaining existing relationships and building contacts within Dioceses and with DDOs, including launching a new series of 'experience days' for DDOs to visit Wycliffe.
2. Acting as Deputy Safeguarding Officer, processing DBS forms, and supporting the Hall's Safeguarding Lead.
3. Building and maintaining a knowledge of course provision, regulations, and processes in order to accurately inform and support staff and students.
4. Producing a number of handbooks, and maintaining other sources of information for students (including the online Canvas platform).
5. Overseeing student visa compliance, including liaison with the central University and keeping records up to date.
6. Supporting the Academic Registrar and Dean of Degrees with graduation and matriculation, with both administrative and on-the-day assistance, as required.
7. Any other duties commensurate with the salary of the post, as required by the Academic Registrar, Senior Tutor, or Safeguarding Lead.



WYCLIFFE HALL

PERSON SPECIFICATION: MINISTERIAL TRAINING OFFICER

Post-related experience & skills

Essential

- Demonstrable experience of administrative work, preferably within Higher Education
- Ability to communicate effectively, both orally and in writing, at all levels
- Ability to receive and accurately record information given orally and in writing
- Ability to learn new information quickly
- Ability to work with Microsoft Outlook and Microsoft Office
- Ability to prioritise multiple competing tasks and deadlines

Desirable

- Experience and knowledge of Oxford University structure and administrative procedures
- Experience of working in a Theological Education Institution or in the wider Church of England

Interpersonal skills & aptitudes

Essential

- Proactive approach to working
- Ability to receive guidance and work flexibly as part of a team
- Ability to work independently
- Ability to work with colleagues at all levels
- Excellent customer care skills
- Tact and discretion in the management of safeguarding disclosures
- Sympathy with the ethos and values of Wycliffe Hall

Remuneration

This post is offered subject to the satisfactory completion of a 6-month probationary period and the capability and disciplinary provisions set out in the employee handbook. The full-time salary is between £30,000 and £35,000 p.a., depending on experience, which will be pro-rated as per the working hours agreed.

Pension

Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

Working hours

As noted above, the FTE and working pattern for this post are flexible. We warmly welcome applications from candidates looking for part-time hours, and are happy to discuss how this might work in practice as part of the interview process.

Holidays

Initially 25 days per year, in accordance with the College Holiday Policy, in addition to public holidays, which if these fall during college term, shall be taken at an agreed time during vacations.

Meals in college

The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

DBS Disclosure

An appropriated level of DBS is required.

Safeguarding

Wycliffe Hall is committed to creating a safe and supportive environment for everyone to live, work, and study. Safeguarding is a shared responsibility, and we believe that every individual plays a crucial role in maintaining the safety and well-being of our community. Our safeguarding policy can be found here [WH SG policy HT2025](#).

Pre-employment checks, including the requirement for satisfactory references and an appropriate level of DBS check are required for this post.

Further information on Safeguarding can be found below,

- [Our Values | WYCLIFFE HALL](#) and expected behaviors, e.g. harassment policy, pastoral boundaries policy

- [GDPR policy](#), including privacy notice on how the applicant's data is used
- Policies on [Harassment and Bullying and Pastoral Boundaries](#)

General

The job description is correct as of 18th March 2025. It will, however, be discussed between the appointee and the Academic Registrar, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.