



WYCLIFFE HALL

Theologos Coordinator

Wycliffe Hall is seeking to appoint a Theologos Coordinator for 4 hours per week during weeks 0-8 of Oxford term time to assist with the running of Wycliffe Hall's Theologos Programme. The Theologos Programme is a theological learning community that Full-Time CTS (Certificate in Theological Studies) students can apply to be a part of alongside their academic studies. The Theologos Programme comprises a number of extra-curricular activities aimed at fostering a significant sense of community and camaraderie among the students participating in it, including: daily chapel attendance; a weekly reading group; fireside chats; termly dinners; cultural visits. The Theologos Coordinator will work with and report to the Tutor for the Theologos Programme, Dr Max Baker-Hytch, to assist with the running of these various activities. The Theologos Programme Coordinator's activities would take roughly 4 hours per week during weeks 0-8 of Oxford term times, or in other words, 108 hours per year.

Wycliffe Hall is an Evangelical College in the heart of Oxford and is a Permanent Private Hall of the University of Oxford, committed to excellence in teaching and research. We have around 130 students, of whom about 60 are Church of England ordinands. Students study for undergraduate and postgraduate qualifications from the certificate level to the doctorate, and come from a wide variety of backgrounds.

The post is a part-time contract for one year (4 hours per week during weeks 0-8 of Oxford term time; i.e. 108 hours per year). The salary is £2,500 per annum.

For further details, see the Job Description below.

To apply for this post, please send the following:

- 1) A full CV
- 2) A covering letter, including a brief statement of why you believe you would be well-suited to assisting in the running of the Theologos Programme (not more than 400 words).
- 3) The names and contact details of two referees

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

The closing date for applications is 31st May 2024.

Interviews are on 10th June 2024.

A start date of 30th September 2024 is envisaged.



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Theologos Coordinator: Job Description

Responsibilities:

- Leading a reading group which takes place from 8.20-9.20am on Tuesdays during term-time
- Co-leading the Theologos Programme induction meeting in Welcome Week alongside the Tutor for the Theologos Programme
- Booking guest speakers for the fireside chats and hosting the fireside chats, of which we aim to put on 2-3 per term, each lasting one hour
- Attending the termly dinner
- Attending any cultural visits during the year – e.g., in a typical year this might comprise a trip to the Kilns before Christmas and a trip to the British Museum in Trinity Term
- Meeting for an hour at the end of each term with the Tutor for the Theologos Programme to review how the Programme is going
- Monitoring the Theologos budget



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Theologos Coordinator: Job Description

Person Specification:

Essential:

- Having or working towards completion of a doctorate
- Experience of organising events
- Ability to inspire and encourage students to engage with the theological learning community that we are aiming to foster
- Commitment to the evangelical ethos of the Hall, and the ability to relate well to students from a wide variety of backgrounds
- Commitment to investing in the education and formation of students
- Strong team worker

Desirable:

- Having or working towards completion of a doctorate in Theology
- Experience of taking an active role in the life of the Church



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Theologos Coordinator: Job Description

There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian woman or man, being in full sympathy with the ethos and aims of Wycliffe Hall. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Enhanced DBS disclosure is required.

Remuneration

The salary is £2,500 for 4 hours per week during weeks 0-8 of Oxford term time; i.e. 108 hours per year. It is for a one-year contract.

Meals in College

The appointee will be entitled to free College meals one day a week, except when the kitchen is closed.

Location

The normal place of work is Wycliffe Hall, 52-54 Banbury Road, Oxford.

General

The job description is correct as of 28th April 2024. It will, however, be discussed between the appointee and the Tutor for the Theologos Programme at Wycliffe Hall, and may be amended from time-to-time, following such consultation, to reflect developments in or changes to the job.