



## **MTh/PGDip Applied Theology Course Coordinator: Job Advert**

We are looking for a part-time Course Coordinator for the MTh in Applied Theology (MTh) and Postgraduate Diploma in Applied Theology (PGDip Applied) at the Faculty of Theology and Religion at the University of Oxford. The Course Coordinator oversees the admission, teaching, and academic progression of students for the MTh and PGDip in Applied Theology, in cooperation with the Course Directors of each Participating Institution (PI) and with the support of the academic administration team in the Faculty.

As the Course Coordinator you will play a key role in the oversight of the curriculum for these Applied Theology degrees, and will be involved, where appropriate, in strategic future planning and development of these programmes.

The Coordinator will be employed by, and based at, Wycliffe Hall, a Permanent Private Hall (PPH) of the University of Oxford, committed to excellence in teaching and research. They will be a member of the Faculty of Theology and Religion, and represent the Applied Theology degrees on the Faculty's Graduate Studies Committee. The Coordinator will report to the Vice-Principal at Wycliffe Hall, and to the Faculty's Director of Graduate Studies. You will also work closely with MTh/PGDip Applied Course Directors at the PIs and with the Faculty of Theology and Religion.

This is a part-time post. The p.a salary is £35,323, pro rata to 0.3 FTE. The post is available for four years in the first instance, with the possibility of renewal.

For further details, see the role description on the Wycliffe Hall website.

To apply, please send the following to: [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk)

- a. A full CV
- b. A covering letter explaining why you think you are well-suited for this position
- c. The names and contact details of two referees.

The closing date for applications is **noon on Friday 15<sup>th</sup> July 2022**.

Interviews are to be held on **Monday 8<sup>th</sup> August 2022**, at Wycliffe Hall.

A start date of **1<sup>st</sup> October 2022** would be envisaged.

Women and ethnic minorities are encouraged to apply.

## **MTh/PGDip Applied Course Coordinator: Role Description**

The Course Coordinator oversees the admission, teaching, and academic progression of students for the MTh and PGDip in Applied Theology at the Faculty of Theology and Religion at the University of Oxford, in cooperation with the Course Directors of each Participating Institution (PI) and with the support of the Faculty's academic administration team.

The Course Coordinator plays a key role in the oversight of the curriculum for these Applied Theology degrees, and will be involved, where appropriate, in strategic future planning and development of these programmes.

The Coordinator will report to the Vice-Principal at Wycliffe Hall, and to the Faculty's Director of Graduate Studies. They will be a full member both of Wycliffe Hall and of the Faculty of Theology and Religion.

### *Teaching and academic progression*

- The Course Coordinator will work with the Course Directors, MTh Steering Committee and relevant stakeholders in the Faculty of Theology and Religion to oversee and develop these Applied Theology degrees, to build on recent improvements in the organisation and delivery of teaching, and to undertake a review of the curriculum.
- The Course Coordinator acts as a point of contact for current students, potential future students, and staff, liaising between students, PPHs and the other Anglican theological colleges (PIs), and Faculty members (both administrative and academic staff).
- The Course Coordinator organises the core teaching and research seminar programme in liaison with the Course Directors. This involves:
  - overseeing the teaching programme: ensuring tutors are in place for the weekly taught classes for first years, and the twice-termly second-year presentations of work in progress, and that all classes are delivered;
  - overseeing the twice-termly research seminars: Inviting speakers from the Faculty, and ensuring that the seminars are chaired.
- The Course Coordinator maintains oversight of essay title submissions, and communication to students regarding approvals or any required revisions.
- The Course Coordinator, together with the Director of Graduate Studies, reviews and approves the online reports for MTh and PGDip Applied students on the Graduate Supervision Reporting system.

### *Administration*

- The Course Coordinator chairs the MTh Steering Committee consisting of Course Directors in the Participating Institutions PIs (PPHs and the other theological colleges), and the paper owners of the two core papers. The committee:
  - gathers relevant information from the paper owners;
  - delivers the course across the PIs (to ensure the parity of student experience, curriculum development, and the organization of core teaching);
  - moderates essay and dissertation titles to be submitted for final approval by the Faculty Graduate Studies Committee.
- The Course Coordinator attends the MTh Examination Board meetings in an advisory capacity when necessary.
- The Course Coordinator represents the MTh and PGDip Applied Theology degrees on the Faculty's Graduate Studies Committee.
- The Course Coordinator maintains the Applied Theology section of the online learning platform (Canvas)
- The Course Coordinator reviews and approves the course pamphlets (containing information about the course structure, deadlines, teaching programme and personnel) before they are circulated to students.

### *Admissions*

- The Course Coordinator acts as first assessor for all applications for the MTh and the PGDip Applied, assessing the applications on the basis of the entry requirements and the Divisional criteria, and enlisting second assessors with whom they agree scores. Applications for the MTh and PGDip Applied are assessed in batches after deadlines in January and March, and at intervals throughout the rest of the academic year.
- The Course Coordinator oversees the induction of new students to the MTh and PGDip Applied, in liaison with Course Directors of the PIs and the Faculty academic administrative team.

## **MTh/PGDip Applied Course Coordinator: Selection Criteria**

### *Essential*

- The candidate should hold, or be close to completion of, a postgraduate qualification which would normally be a doctorate, in a relevant subject
- Ability to organise and coordinate academic programmes
- Ability to chair meetings
- Ability to represent the MTh/PGDip Applied courses within the Faculty of Theology and Religion and to the wider University of Oxford
- Ability to oversee the online learning platform
- Ability to produce course pamphlets
- Ability to assess the suitability of candidates for the MTh/PGDip in Applied Theology courses
- Ability to oversee the induction of new MTh/PGDip in Applied Theology students
- Sympathy with the ethos of Wycliffe Hall, and open to the diverse perspectives represented by the participating institutions
- Ability to work effectively and constructively as part of a team

### *Desirable*

- Knowledge of the structure and administration of the University of Oxford
- Ability to advise on choice of essay titles
- Experience of advising or supervising graduate students

## **MTh/PGDip Applied Course Coordinator: Further information**

There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian woman or man. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

Enhanced DBS disclosure is required.

### **Remuneration**

The salary will be at £35,323 p.a., pro rata to 0.3 FTE. 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 post is for four years in the first instance, with the possibility of renewal.

### **Holidays**

30 days per year, pro-rata, in accordance with Wycliffe Hall's Holiday Policy, in addition to public holidays, which if these fall during term, shall be taken at an agreed time during vacations.

### **Meals in Hall**

The appointee will be entitled to free lunches in Hall, except when the kitchen is closed.

### **Location**

Office space is available at Wycliffe Hall, 52-54 Banbury Road, Oxford.

### **General**

The job description is correct as of 29th June 2022. It will, however, be discussed between the appointee and the Vice-Principal of Wycliffe Hall and the Faculty of Theology and Religion, and may be amended from time-to-time, following such consultation, to reflect developments in, or changes to, the job.