



## JOB DESCRIPTION: ASSISTANT REGISTRAR

### ROLE SUMMARY

WTC is an interdenominational, charismatic theological college, with a vision to make deep theology accessible to all in the church. It is a rapidly developing college.

The Assistant Registrar reports to the Senior Registrar and works closely with the Registry and the Academic Teams. The role involves liaison with students, staff, Hub Directors (HDs) and Faculty, as well as WTCs validating partner, Birmingham Newman University.

The Assistant Registrar is a key member of the Registry Team which oversees the administrative running of the college. This role plays a critical contribution to the strategic, efficient and effective running of WTC as a whole and is an important structure for maintaining a really effective flow of communication throughout the college. Specific duties will depend on experience. There will be opportunities for career and role development and growth within the Registry Team.

### KEY ACCOUNTABILITIES

#### Key Activities

##### Registry Responsibilities

- Supporting the Registry and Academic Teams in managing all stages of a student journey from inquiry, to application onto studying and graduating at WTC.
- Supporting students during their studies, advising on, and managing options as appropriate.
- Updating student, Faculty and module records using the college's student records management system (CDMS)
- Preparing for Assessment Boards: liaising with the External Examiners, and Birmingham Newman University.
- Acting as the main administrative point of contact for Moodle, including preparation of Moodle for each academic year, updating and maintaining Moodle throughout the year.
- Managing module evaluations.
- Preparing for Residential weeks with particular responsibility for Residential Teaching Folders.
- Attending the two annual Residential weeks, and supporting the wider WTC team as required.
- Supporting the Academic Team with Faculty related issues including annual letters, requests for information and Board of Study duties.
- Other administrative and registry tasks and duties as and when required.

##### Library

- Keeping the library system (KOHA) up to date.
- Purchasing books for the libraries (hard copies and ebooks).
- Communicating with Hub Directors and students about library issues.
- Ensuring relevant returns are made to the Copyright Licensing Authority (CLA) as required.
- Managing Perlego licences.

##### College wide

- Administrative support for Non-validated programmes as needed.
  - Occasional support for other WTC teams, especially around Residential weeks.
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## Role Dimensions

<b>Financial</b>	Turnover: Approx. £1,200,000 Students: c.230 per year
<b>Reports to</b>	Senior Registrar

## Internal and external relationships

<b>Internal</b>	Staff, HDs, Faculty, Students
<b>External</b>	Birmingham Newman University, External Examiners

## PERSONAL SPECIFICATION

### Essential

- Commitment to WTC mission and values.
- A love of detail and ability to be meticulous.
- IT literate: a good working knowledge of spreadsheets and word processing.
- Strong organisational / administrative skills: able to prioritise responsibilities and manage time effectively.
- Able to take initiative and to troubleshoot.
- Good interpersonal skills and ability to work in a close knit, but dispersed team.
- Confident telephone manner and ability to be customer focused.
- Flexible and comfortable working in a fast developing context.
- Cheltenham office-based working. Occasional remote working may be granted upon request for exceptional circumstances.
- Full attendance at two annual Residential Weeks (early Sept & early Jan).

### Desirable

- Spiritual maturity.
  - Familiarity with Google's suite of products.
  - Administrative experience working in an HEI or FEI.
  - Competence with Moodle or other Learning Management Systems.
  - Experience in procurement and library systems.
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