



ASSEMBLIES OF GOD
GREAT BRITAIN

Thank you for your interest in this exciting position of Academic Administrator at Missio Dei Leadership & Theological College at AoG Inc.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are at an exciting time in our movement as our Leadership team is shaping our vision for the future and we are looking for people to actively support us in achieving this vision.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact Hazel Kirkland via email: hr@aoggb.com

We look forward to hearing from you!



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AoG Vision

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

PAST

- ★ Re-discovering our Pentecostal roots
- ★ An honour culture for our older ministers

PRESENT

- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



[Click here](#) to read more about what we believe as a movement.



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JOB DESCRIPTION Academic Administrator

Purpose

To support the Academic Department of Missio Dei Leadership & Theological College in the day to day running of the systems and processes.

Key Tasks and Responsibilities

Please note that the following responsibilities are indicative rather than definitive:

1. Answer general queries via phone and email, and offer advice to current and prospective students regarding the college's academic programmes.
2. Act as the primary contact for student academic technical enquiries, including extensions and suspensions, module options, interruptions of studies and general queries.
3. Collect, upload and ensure accuracy of data and information submissions to external bodies, including HESA, OfS and NSS.
4. Manage and keep the student database and student files up to date, ensuring that student files and academic admin files are archived when appropriate.
5. Manage the online learning systems including assignment submissions, Moodle and marking submission to the validating universities.
6. Liaise with the Finance Department regarding registering students, student loan enquiries and ongoing student fee compliance monitoring.
7. Arrange and oversee marking, monitoring and second marking of assignments, including any academic integrity issues identified by faculty.
8. Offer prayer and spiritual support to students throughout their time at the College, and participate in staff spiritual development sessions.
9. Undertake any other tasks to support the Academic Team as required, including taking minutes, attending open days and other marketing opportunities.
10. Comply with all AoG policies and procedures, including ensuring all records and correspondence are held in accordance with AoG's Data Protection Policy.
11. Serve and support the annual AoG National Conference and any other Zone / Area Day events.
12. Attend the evening Chapel service in Manchester during the Missio Dei intensive weeks.

Financial or Other Authorities

None

Reporting Line



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Report to the Academic Manager and VP Academic.

PERSON SPECIFICATION Academic Administrator

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> GCSE English Relevant administration qualifications 		<p>X</p> <p>X</p>
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> Computer literate and proficient in Google Drive, use of Google Docs/Sheets/Forms/Mail and CRM systems. Knowledge of using .xml files Strong organisational and administrative skills Confident and quick learner: using different databases, including Churchsuite. The ability to work accurately with a high attention to detail. Effective time management skills – be able to prioritise work and meet deadlines. Strong ability to communicate effectively and confidently at all levels; good rapport with people of all ages and backgrounds Strong verbal and written communication skills Good knowledge of current digital technology and social media channels Ability to be agile and adaptable Holds a full UK driving licence with access to transport Awareness of the AoG movement, how it is structured, the vision, values, culture and beliefs 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>



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	CRITERIA	ESSENTIAL	DESIRABLE
Experience relevant to the role	<ul style="list-style-type: none"> • Previous Administration experience • Proven experience of operating with a high level of sensitivity and confidentiality • Experience of cross-team working • Familiar with academic environments • Previous experience of working in or studying in a theological college 	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	X
Personal Qualities	<ul style="list-style-type: none"> • High emotional intelligence • Outgoing and relational • Pastoral in nature • Proactive • Comfortable working alone as well as in a team • Flexible and adaptable • Committed to ongoing personal learning & spiritual growth • Comfortable working in a Christian organisation, including being fully committed to attending regular team prayer meetings, having in-depth discussions with college lecturers, colleagues and students about Christian faith-related issues and challenges 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Commitment to Vision, Values and Beliefs of AoG	<p>Due to the nature of this role and the level of regular interaction with Christian college lecturers and students on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of schedule 9 to the Equality Act 2010.</p>		
<p>The role holder will need to have an Enhanced-level DBS and provide two satisfactory references</p>			



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Summary of the Main Terms and Conditions for the Role

Job title	Academic Administrator
Duration of role	Permanent
Probationary Period	Six months
Ideal start date	As soon as is possible
Location	Central Manchester offices
Hours & days of work (per week)	35 hours per week, Monday - Friday
Salary (per annum)	£26,020 p.a.
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	AoG Inc. operates a contributory Workplace Pension Scheme into which employees are auto-enrolled (subject to the conditions and eligibility of the scheme).
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK Enhanced DBS

How to Apply

Please send a completed AoG application form to: hr@aoggb.com

Closing date for applications*: 10th May 2024

** Please note, we encourage all those interested in applying to send in their application as soon as possible and not wait until the closing dates as if the position needs to be filled quickly, we may need to hold the interviews earlier.*

Anticipated interview date(s): 20th May 2024