

Theological Education by Extension College

Job Title: **Programme Co-ordinator (Diploma in Theology)**

Appointment type: Full-Time

Status: Permanent

Main purpose of the position	Responsible for managing and quality assuring the preparation, the delivery and the review of the College's Diploma in Theology programme. Ensure that the programme meets the requirements of the relevant legislation, regulation and College goals. Recruits, develops and supports the programme staff in their work. Manages student support for the programme.
Internal & External contacts	Reports to: Principal Relates to (internally): Administrator, Programme Developer, Finance Officer, and other Programme Co-ordinators. Relates to (externally): Programme staff, Students. Member of: Education Board.
Minimum Education Qualifications & Experience	Relevant Master's degree At least 5 years academic/educational experience and preferably experience in Extension/Distance Education. At least 5 years involvement in local church ministry
Knowledge & previous experience required	Theological knowledge and experience including experience in ministerial training and formation Educational understanding / competence Experience in creating assessment instruments and related evaluation criteria Working knowledge of the requirements of Higher Education legislation
Skills required	Basic computing (Word processing, basic image processing, spreadsheets, printing, PDF) - Microsoft Office. Basic networking (Network messaging, network printing, network file access) – MS Windows. Using the Internet (Email and attachments, browsing, searching, ethical use of online and electronic resources) – Thunderbird, Firefox. Basic Database access (Retrieve, View, Print and Add records) – Student Administration Database
Competencies	Good Verbal Communication skills; Excellent Research, Writing and Editing skills; Warm, friendly, pleasant disposition; Able to conduct effective coaching, training and workshops; Able to manage off-site contracted staff as well as work collegially and in a team; Basic Project Management; Basic administration.
Working conditions	Haddon site: Normal College Hours
Key Performance Areas / Tasks	Diploma in Theology programme 1. Responsible for the delivery of the offered programme in accordance with College philosophy, methodology and strategic direction. 2. Responsible for the continuous updating and improvement of all materials for the offered programme, including proofreading and approval of course masters for production/offering.

	<p>3. Responsible for and manages the development and continuous improvement of all assessment instruments, marking criteria, and any other relevant materials in support of the programme offering and students on the programme.</p> <p>4. Provides support and assistance to maintaining the registration and accreditation requirements of college programmes in accordance with current legislation.</p> <p>5. Contributes to the development, maintenance and improvement of all policies and procedures affecting the programme.</p>
	<p>Programme staff</p> <p>1. Participates in the recruiting and training of programme staff.</p> <p>2. Responsible for the support and development of programme staff in line with the Internal Quality Management System (IQMS).</p>
	<p>Quality Assurance</p> <p>1. Responsible for implementing the Internal Quality Management System with respect to the Diploma in Theology programme.</p> <p>2. Contributes to the development, maintenance and improvement of the Internal Quality Management System.</p>
	<p>Student Support</p> <p>1. Provides advice and guidance to new and existing students regarding their study paths and enrolments.</p> <p>2. Manages student support for the programme, with particular attention to at-risk, failing, and drop-out students.</p>
	<p>College leadership</p> <p>1. Contribute to the development, improvement, maintenance, and communications of College's operational processes, policies, and procedures.</p> <p>2. Uphold the ethos, rules, regulations and policies of the College.</p> <p>3. Contribute to the leadership of the College, and to maintaining its reputational, registered and accredited status.</p> <p>4. To keep abreast of trends and developments in theological education and distance-mode education.</p> <p>5. Any other tasks or responsibilities assigned by the Principal.</p>