JOB DESCRIPTION:
ACADEMIC ENGAGEMENT COORDINATOR
Full Time

SUMMARY OF ROLE

The Academic Engagement Coordinator is a new role being created to provide support to WTC's Director of Events and Partnerships in creating and managing an exciting programme of academic and recruitment events which will promote student recruitment, and strengthen relationships with WTC's stakeholders, including current students, alumni, church leaders and Hubs around the UK. The Academic Engagement Coordinator will also produce creative and engaging media content on theological and events related topics. This is an office based job, with some flexibility for home working. It will include travel throughout the year to in-person events where WTC Faculty are speaking and the team is engaging with the Christian and church networks which are WTC's constituency. The Academic Engagement Coordinator will also provide operational support to the senior executive team (SET - Principal, Vice-Principal, Chief Operating Officer and Finance Director).

This is an exciting and varied role and would suit someone who believes in the mission and values of WTC, is highly organised, enjoys meeting people, and will enjoy ensuring that these areas of what WTC offers run seamlessly.

This role requires someone who is proactive, highly organised and solution focused, a good communicator (spoken and written) with the ability to deal with a wide range of activities simultaneously, and able to deal with challenges as they arise. Attention to detail and being able to drive projects from start to finish will also be important.

KEY ACCOUNTABILITIES

Key Activities	
Events Asst	Work closely with the Director of Events and Partnerships to plan an exciting 5-year Events Calendar for WTC to strengthen existing stakeholder relationships (students, alumni, church leaders, donors etc), to support student recruitment, and to raise WTC's profile within church networks across the UK, including: - Preparations for twice yearly Residentials (e.g. liaising with Nottingham University, arrangements for the Visitors' Day, Encounter Days and other events at the Resi, preparing student folders, name badges etc.) - Preparations for the Strategic Partners Lunch and other events - Liaising with the WTC Hubs to organised Kingdom Theology Events, and other Hub based events - Academic Events including Short Summer online courses, Church Leader Online Events and one-off events (e.g. Tim Mackie teaching day) - Helping arrange and host Online Open Days - Team training events - Oversee analysis of events data to inform ongoing strategy. - Other activities as requested

Social Media	WTC's social media is an important part of raising the college's profile among our constituency nationally and internationally. The role includes: • Working with the Comms Team to generate interesting and engaging social media content. This will be primarily theological content with updates on events, WTC people etc • Contributing creatively to the Comms Team • Familiarity with the website so can update this if Comms Manager is away
Exec PA	The role will provide administrative support to the Senior Executive Team, including: Principal: • Oversee Principal's calendar, emails and letter correspondence as requested • Ensure that Principal has necessary briefing documents or background information for meetings • Travel, accommodation, general admin (e.g. filing expenses) Senior Exec Team and the Boards: • Travel and accommodation arrangements for other SET members • Other PA support as requested • Support the Boards (WTC & WTC Consulting Ltd) and the Charity Secretary Operations: • General Operations Team support as requested General • Faculty logistics including booking travel for adjunct Faculty for Residentials • Along with the rest of the team, help out where needed

Role Dimensions	
Financial	Turnover: Approx. £1,000,000 Students: c.230 per year
Reports to	Director of Events and Partnerships

Internal and external relationships	
Internal	Principal, SET, Staff, Faculty, HDs, students, alumni
External	Board members, alumni, visitors, external contacts, potential students

PERSONAL SPECIFICATION

Essential
• Mature Christian • Events experience • Preferably an MA in Theology, but essential to have a BA/Graduate Diploma in Theology • Strong organisational / administrative skills • Strong communication skills - spoken, written, social media • Strong IT skills both in terms of software and knowledge of hardware/networking • Commitment to WTC mission and values • Ability to plan and drive projects ensuring high quality results • Solution oriented • Proactive • Ability to deal calmly with challenges when they arise

- Attention to detail
- Heart to support students
- Team player
- Comfortable working in a fast developing context and evidence of creative and entrepreneurial abilities
- Good sense of humour