

## Admissions Officer

Dear enquirer,

Thank you for showing interest in this post.

The role of Admissions is an important one for this college. You are often the first person a prospective student gets to know, and you will be the one who guides them to the point when they actually arrive at college. You will need first and foremost, therefore, to be a person who wants the best for the people you encounter, at times to be able to stand in their shoes and appreciate their concerns, and to sense what it is that they need to know and how best you can help them. You will need too to be able to communicate effectively what the college offers.

And second, because you are dealing with so many individual applications and need to be able to track them efficiently and effectively, you need to be very well organised. We have to be able to account for a whole array of data concerning our applicants and those we admit, and we want to be alert to trends, and so you have to be good with detail and in the recording and retrieval of detailed information.

Good organisation and accurate input of data is particularly important due to our responsibilities to provide detailed information through data returns to those bodies to which we are accountable about the nature of our student population. This means ensuring that our student database is up to date and organised in a way that enables us to extract complete and accurate information in a timely manner. That's why you need to be systematic in the way you think and work.

During the quieter periods in the admissions role, you will assist with reviewing and digitising the student archive, helping the college to continue to meet its Data Protection obligations, which will require key time and process management.

Our college vision is to live like the Kingdom is near. We take this from Jesus' teaching about the Kingdom of God. There is a sense that, as Christians, we are ushering in a new way of life and we want to express this widely in our college. Person-centred admissions practices can witness to this as too can well ordered administration. Both reveal a pastoral heart.

Just a few details about the college to give you perspective:

- we have some 200 students, about 130 of whom are full-time
- we provide accommodation for around 100 of our students, a third of whom are single and live on site and two-thirds are married and live off-site
- most of our residential students are training for ministry in the Church of England
- we work closely with Bristol Baptist College, though they administer their own admissions
- we offer courses at certificate, diploma, degree and Masters level under the Common Awards suite of programmes validated by Durham University, and doctoral

level research, validated by Aberdeen University (admission to the Aberdeen programmes is administered by the Postgraduate Research Administrator)

- we offer courses in full-time and part-time modes, both residentially and non-residentially

We welcome applications from a wide range of people including persons of ethnic minority heritage who are currently under-represented in the staff team. At the shortlisting stage we will take matters of diversity into account when deciding which candidates, who meet the essential criteria, to invite for interview.

If you were to come here, you would be joining an administrative team of around twelve people, some full-time, some part-time. It's an encouraging and committed working environment. Please get in touch and apply if this appeals to you. The process is:

- submit the application form by 9.00am, Monday 18 October 2021
- short-listed candidates invited to interview on Wednesday 20 / Thursday 21 October 2021.
- person appointed starts as soon as possible.

With all prayerful very best wishes,

Andrew Lucas  
***Executive Director***