



Belfast

**School of
Theology**

at Stranmillis

Application Pack

Lecturer in Applied Theology
& Ministry Placements
Programme Lead

About The Role

The Lecturer in Applied Theology & Ministry Placements Programme Lead is responsible for the effective delivery of the Ministry Placements Programme in compliance with BST's Validation Agreement with University of Cumbria and BST's policies, processes and practices, and for contributing to the area of Applied Theology. This full-time position will consist of programme leadership and management, lecturing, supervision and research.

Key Tasks

1. Ministry Placements Programme Leadership and Management

- Develop, enhance, maintain and deliver the Ministry Placements Programme (as a crucial part of the undergraduate BA course) in the wider educational context of the school.
- Monitor the progress of students through their placements.
- Engage with placement providers to ensure a high-quality learning experience is provided for the students.

2. Oversee the placement scheme, identify and co-ordinate effective placements:

Working with students

- Orientate students in relation to the practical training requirements of their various programmes.
- Interview students to establish training needs.
- Follow-up students to review progress in establishing their placements.
- Arrange orientation for students going on block placements.
- Act as the main contact point for students during placements.
- Encourage student engagement in reflective practice and associated learning.

Working with placement providers

- Devise placements which maximise student learning, enhance employability and create opportunities for development as reflective practitioners.
- Develop, enhance and maintain effective relationships with a wide range of Placement Providers.

Review quality of placement provision

- Review student experience/learning and placement provision.
- Visit placements and debrief with students.
- Ensure that the recommendations of external agencies such as OfS and QAA are embedded in the placement programme.
- Participate in external reviews (e.g. OfS; University Validation) which impact the Placement Programme.
- Work collaboratively with the Programme Leaders and relevant members of the Education Team.

3. Facilitate integrative learning from placements to careers and employability.

- Organise Practical Training and Employability events.
- Organise suitable training for students to assist them in identifying their own skills and in applying for employment.
- Act as a contact point for potential employers, ensuring employment opportunities and internships are advertised appropriately to the student body.

4. Teaching & Supervision

- As Module Leader for Ministry Placements to design and annually review the related modules e.g. Reflective Practice for Ministry; to teach (approximately 15-20 hours teaching per year) and assess students on these modules.
- Participate in the relevant educational activities and CPD processes e.g. peer observation, joint marking exercises.



- Attend and participate in the Education Committee.
- Act as a personal tutor for a group of students, supporting their educational development.
- Teach agreed modules in Applied Theology.
- Teach in online, on campus and blended modalities.
- Supervise L6 projects (as appropriate and as time allows).
- Supervise MA/PhD/DMin research students.
- First mark modules taught and second mark other appropriate modules.

5. Programme Administration

- Ensure the smooth running of the ministry placements for students at BST including developing the appropriate administrative processes and reviewing when needed.
- Liase with the Safeguarding Officer for BST with particular emphasis in relation to placement provision.
- Liase with the Head of Operations to ensure legislative requirements regarding placement opportunities are met including health and safety requirements and insurance provision.
- Complete the administrative tasks necessary for the smooth running of the programme for e.g.
 - o Process requests for BST placements from External Agencies.
 - o Liaise with Placement Supervisors to establish individual student placements.
 - o Negotiate problems that may arise in establishing successful placements.
 - o Work with the Student Committee as appropriate.
 - o Maintain the appropriate records.
- Work to improve continuation, retention, progression and completion of all students in the programme.

6. Research

- Publish peer reviewed research.
- Present papers at national and international conferences.
- Contributing to BST's research culture.

7. Other

- Basic pastoral care of students.
- Involvement in the recruitment of students, including the interviewing of prospective students and active engagement in Open Days.
- Attendance and active participation in relevant Module and Assessment Boards.
- Full participation in weekly Chapel and community discipleship groups.
- Full participation in School committees and meetings as required.
- Attendance at School events such as Graduation Day.
- Contribute to high quality marketing material for the website, such video clips, short topical articles, blog posts or social media items.
- To undertake the role of Fire Warden when required.
- Undertake regular training as required.
- Any other reasonable duties as required by the Head of Education.

Person Specification

Essential Qualifications:

- PhD in the main subject area or DMIN or working towards attaining one.
- Willingness to work towards a qualification in teaching at Higher Education level (e.g. FHEA)

Experience, expertise and skills:

- Experience in UK HE administration and/or excellent administrative skills.
- Lecturing experience, including online and blended teaching.
- Active research profile and viable research plan.
- Successfully supervised research students to completion.
- Good working knowledge of Microsoft Office (particularly, Outlook, Word, Excel and PowerPoint) and Teams/ Zoom.
- Proven experience of using a VLE such as Moodle for higher education teaching and programme or module leadership and management.
- At least 3 years' experience of working with Church or Christian Charity Networks.
- Experience of working with and teaching students and leading projects and people.
- Experience of running and developing admin processes.
- Experience working within legislative frameworks e.g. safeguarding, insurance, policy development.
- Excellent interpersonal & communication skills.
- Ability to think creatively, improve & innovate.
- Ability to work well under pressure & manage multiple tasks with only broad supervision.

Personal Attributes:

- Positive outlook and ability to show initiative.
- Enthusiastic and flexible.
- Strong interpersonal skills and an ability to lead and participate in teams.
- Ability to encourage others.
- Calm, gracious, efficient and polite manner, also when working under pressure.
- Excellent oral and written communication skills.
- Ability to work well in a dynamic and flexible organisation.
- Able to relate effectively to a wide range of external stakeholder groups.
- Passionate about seeing students develop & grow.
- Able to respond well to direction and correction as appropriate.
- Ability to contribute to a Digital Resources Team in the development of eLearning materials.

Cultural Commitment:

Belfast School of Theology is a Christian institution and as such all staff must be willing to embrace the overall purpose, ethos and values of the n a context where Christian prayer and other expressions of faith are central to the college's workplace culture and practice.

Furthermore, there is an occupational requirement for the postholder to be a committed Christian. Each faculty member is required to sign the Statement of Faith prior to appointment, and annually thereafter. Teaching faculty must also agree to teach in accordance with and respectful of the inter-denominational nature of the school.

Candidates will also be required to demonstrate the following attributes:

- An active personal commitment to the Christian faith.
- An active involvement in worship and community in a Christian church or other informal Christian settings (and to be able to demonstrate that involvement e.g. by a reference from a church leader).
- An ability to contribute to the spiritual life of the college by e.g. prayer for supporters and colleagues; worship, and Bible study for encouragement or exposition).
- An agreement with and a commitment to respect and work within the college's mission, values and faith statements.
- An ability to promote the Christian ethos of the college and enable others to experience, explore and express the faith-based motivation of its work.

You can read more about this in our Ethos Statement, a copy of which will be provided to you and is included in the Employee Handbook.

Other requirements:

Successful applicants will need to pass the following checks before starting work:

- Right to work in the UK.
- Basic Access NI criminal record check.
- Reference checks.
- Proof of stated qualifications.
- Valid driver's license with access to own vehicle and that the vehicle has adequate business insurance cover, a valid MOT certificate (where required), and is taxed.

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and BST reserves the right to amend or add to the accountabilities listed.

Main Terms & Conditions

Contract Type: Permanent.

Reporting to: Head of Education with co-ordination from the BA Programme Lead.

Working Hours & Pattern: 36.25 hours per week with the ability to work additional hours as required. The typical working pattern will be as agreed with the line manager to include occasional evenings and weekends as required.

Salary: To be disclosed on invitation to interview.

Pension Arrangements: The school operates a Pension Scheme that meets the requirements of automatic enrolment and which you will be enrolled into if you are eligible.

Guidance For Applicants

Applicants should complete the online application form and return to the HR Manager (jthorpe@bst.ac.uk) by digitally signing and clicking "Submit". The form includes:

- a. Application for Employment.
- b. Declaration of Suitability.
- c. Monitoring Questionnaire.

Closing date for receipt of applications:

Candidates are encouraged to submit their applications as soon as possible as these will be assessed upon receipt and interviews will take place on a rolling basis. Initial interviews may take place by video call with second stage interviews taking place on campus.

Click To Apply Online Now Or visit www.bst.ac.uk/applyonline