



Belfast  
**School of  
Theology**  
at Stranmillis

# Application Pack

Lecturer in Practical  
Theology & MA  
Programme Lead



## Job Description

The MA Programmes Lead and Lecturer in Practical Theology is responsible for the effective delivery of MA programmes in compliance with Belfast School of Theology's Validation Agreement and the school's policies, processes and practices, and for contributing to the area of Practical Theology. The full-time position will consist of programme leadership, lecturing, supervision, research and moderate administration.

### **Key Responsibilities:**

#### **Programme Leadership and Management**

- The development, enhancement, maintenance and delivery of the new MA in Practical Theology programme with its emphasis on the development and leadership of an active online learning community in the wider context of the school.
- Work to improve recruitment, continuation, retention, progression and completion of all students on our MA programmes.
- Lead the contracted Faculty and Associate Lecturers in the effective delivery of the MA programmes and care for their well-being.
- Oversee the assignment of teaching, project supervision and marking for the programmes.
- Lead the process of annual review and of revalidation of programmes when required.
- Ensure the most cost-effective use of resources.

#### **Teaching and Supervision**

- Teach agreed modules on the MA programmes and other validated and non-validated programmes/courses.
- Teach online, on campus and blended modalities.
- Supervise research students.
- First mark modules taught and second mark other appropriate modules.

#### **Research**

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

#### **Administration**

- Attendance and participation at Education Committee, Validation Partner meetings and relevant Module and Assessment Boards.
- Administrative duties.
- Full participation in School committees and meetings as required.
- Contribute to the development of comprehensive policies that address all areas of teaching and education.



### **Marketing and Recruitment**

- Help the school to market its programmes and achieve recruitment targets by working closely with both academic colleagues and the marketing and communications team.
- Be involved in the recruitment of students, including the interviewing of prospective students and active engagement in Open Days (on campus and online).
- Contribute to high quality marketing material for the website, such video clips, short topical articles, blog posts or social media items.
- Engage with Christian initiatives, networks, organizations and churches.

### **Other**

- Basic pastoral care of students.
- Advisor of Studies and Personal Tutor.
- Participate fully in weekly Chapel and community prayer groups.
- Attend and participate in BST events such as Graduation Day.
- Work in accordance with all BST policies and procedures including our commitment to safeguarding, health and safety and GDPR.
- To undertake the role of Fire Warden when required.
- Undertake regular training as required.



## Person Specification

### Qualifications:

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

### Experience, expertise and skills:

- 3-5 years of ministry experience (church or other).
- Expertise in a second related subject area (e.g., missiology, urban ministry, church planting, homiletics).
- Experience in UK HE administration and/or excellent administrative skills.
- Experience in leading and line managing people.
- 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.

### 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 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

**Reports to:** Head of Education

**Contract Type:** Permanent

### **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:** BST 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 it 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](http://www.bst.ac.uk/applyonline)**