*The Queen’s Foundation for Ecumenical Theological Education*

**Anglican Admissions Tutor in the Centre for Ministerial Formation**

The Queen’s Foundation seeks a full-time tutor to join the Anglican Team and to take a leading role and responsibility in the formation of Anglican ordinands. The tutor will work closely with the Director of Anglican Formation, deputising for him when required, and will have two main responsibilities.

**To be responsible for Anglican admissions.** In addition to managing Open Days and the formal processes of handling applications through to admission, we place a high premium on personal engagement with enquirers and applicants, as well as with DDOs and sponsoring Bishops. Our Anglican admissions tutor will offer a warm, supportive, engaging process, where phone calls will be as important as emails. In this role the admissions tutor will work closely with the Centre Administrator and with the Anglican tutorial team to enable enquirers and applicants to discover whether Queen’s is the right place for their learning and formation.

**To be responsible for the shaping and monitoring of the programmes of study for Anglican ordinands**, working with the Director of Anglican Formation, Directors of Studies and the Academic Dean to ensure that individual programmes appropriately meet both academic and formational goals**,** and to take a lead in developing pathways that respond to new opportunities and challenges.

An important part of the role will be sharing in teaching on Anglican history, identity, ecclesiology and polity as part of the key formational module ‘Preparing for Denominational Ministry’. The tutor will also have a teaching role in other modules, depending on subject specialism/s.

The Anglican tutorial team embraces a diverse membership in ethnicity and gender and has both lay and ordained staff. The current composition of the team and the nature of the role means that we seek a priest to fill this post. To support our significant number of ordinands who are women, we especially welcome applications from female Anglican priests:

* with the experience to take a leading role in forming ordinands in the breadth and depth of their Anglican identity, including teaching on our key module focused on ministry within the Church of England;
* able to contribute across the range of the Foundation’s programmes, from access courses to doctoral research;
* with the vision to help Queen’s respond to the new opportunities and challenges before our churches and communities.

## The Context for the Role

### The Queen’s Foundation today

This is an opportunity to join a theological institution:

* that has received this year an outcome of unqualified confidence in its Periodic External Review
* that is widely commended for its commitment to being inclusive and diverse
* that celebrates a unique and ground-breaking Centre for Black Theology
* that is investing major resources in developing digital teaching and learning
* that values research and scholarship, with nearly 50 students in or entering PhD study
* that combines the best of both ‘College’ and ‘Course’ in its provision for learning and formation
* that is robustly ecumenical
* that is looking forward confidently to the leadership of its new Principal, Professor Clive Marsh.

### History

The Queen’s College was founded in 1830 as one of the first Anglican Theological Colleges in England, pioneering training physicians (doctors) alongside clergy. In 1970 Queen’s took another radical step as it became an ecumenical college, bringing Methodists and Anglicans into a single institution. In 2000 the Queen’s College became the Queen’s Foundation to reflect its rapidly growing diverse range of activities. In 2012 Queen’s was identified and chosen by the Methodist Conference to be one of the Connexional Centres for theological education and formation, and is the only Centre authorised to train Methodist student ministers.

### Vision Statement

The Queen’s Foundation is dedicated to excellence in theological education and personal formation by:

* Nurturing and equipping Christians in their discipleship
* Preparing people for mission and ministry in lay and ordained roles
* Resourcing research that serves the mission of God in the world

We celebrate unity in diversity, in a community that is international, multi-cultural, and ecumenical. We aim to enable Christians to deepen their spiritual life, to grow in a faith that is generous, enquiring, deeply rooted and creative in thought and practice, and to be passionate for God’s work in God’s world.

### Core Areas of Current Work

* **Ministerial formation, education and training** through the Centre for Ministerial Formation. The Church of England and the Methodist Church are the primary sponsors of candidates who train full-time or part-time, residentially and non-residentially.
* **Continuing Ministerial Development** through the Centre for Continuing Ministerial Development, for those in their early years of ministry and for those wishing to undertake postgraduate study.
* **The teaching, promotion and development of Black Theology** for all Christians, but especially for members of Black Majority Churches, through the Centre for Black Theology.
* The theological education and formation of **Diocesan Readers, independent and self-supporting students** who wish to undertake theological study through the Centre for Discipleship and Theology.
* **Research and scholarship** through a unique collaborative relationship with the Vrije Universiteit Amsterdam (VU).
* **Partnerships with theological institutions in the global south** to build capacity in their theological faculties and provides students and staff with encounter and exchange opportunities.

With an academic staff team of 18 and an administrative and support team of a similar number, and over 350 registered students, Queen’s is a stimulating and busy place. The staff and student body are diverse in terms of denomination, nationality, ethnicity and theological conviction. The Foundation places a high premium on this diversity, believing that we learn in and through our encounter with those who are different, and that our diversity is a glimpse of the beauty and dignity of all people in the Body of Christ.

## Methods of working

Tutors at Queen’s share responsibility for the learning and formation of all the students. They are expected to teach (depending on approval by our validating universities), to be a personal tutor to those preparing for ordained ministry, and to take a full role in Queen’s corporate life and worship. All staff are expected to undertake some academic administrative responsibilities, working with an administrative team, as we fulfil our responsibilities as an Approved Provider and of our validating Universities (Durham University for Ministerial programmes, Newman University for post-graduate programmes, and the Vrije Universiteit Amsterdam (VU Amsterdam) for Research degrees).

Tutors belong to the Foundation Staff Group as well as to the Team for the Centre for Ministerial Formation. A staff meeting of one form or another happens weekly. The Foundation staff team is complemented by a number of associate tutors, honorary research fellows and visiting scholars who contribute to the teaching programme and wider life of the community. Queen’s prizes highly the strongly collaborative ethos of the Foundation, expressed both formally in practices such as team teaching and peer support and, just as importantly, informally in mutual support and care.

Tutors in the Centre for Ministerial Formation participate in and share collegial working relationships with other colleagues whose work and responsibilities are focussed on learning and formation in programmes for Black majority Pentecostal Churches, undergraduate and postgraduate independent students, and doctoral researchers. These thriving areas of our work shape Queen’s and create a diverse and stimulating environment in which to prepare women and men for ordained ministry.

## Tutors’ general responsibilities and duties

All tutors are members of the Foundation Staff Group (FSG). The FSG is committed to ways of working that are collaborative, supportive and self-critical. Each tutor has a focus of responsibility within one (or more) of the Centres, and the Tutor will be part of the team responsible for the Centre for Ministerial Formation.

All tutors share in the following responsibilities:

* Be personal tutor to ministerial candidates (normally around 12 students). This is a key role requiring regular meetings with candidates, being responsible for ensuring that their Learning and Formation Agreement and Link Church Agreement are completed, supporting and challenging them in their learning and formation, and taking a lead on the writing of their end of year report.
* Contribute to the undergraduate and postgraduate programmes by teaching modules and assessing student work as agreed with the Academic Dean and the Director of Anglican Formation. The teaching will include evenings and some weekend work, as well as the possibility of teaching in other locations. It will also include at least some online teaching, alongside face-to-face teaching.
* Share in and contribute to the corporate worship and community life of the Foundation.
* Supervise MA and Undergraduate dissertations.
* Be part of supervision teams for Doctoral students.
* Take a full part in the regular meetings of the Foundation Staff Group, Ministerial Formation Team meetings, the Academic Management Group and related subcommittees, working collaboratively with colleagues in helping to formulate and execute the policies and programmes of the Foundation, contributing to the development of the curriculum and other aspects of the life of the Foundation.
* Represent the Foundation in the councils and committees of partner and associated bodies as appropriate and required.

The tutor is accountable to the Director of Anglican Formation.

## Person Specification

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| --- | --- | --- | --- |
| **Key Attributes** | **Essential** | **Desirable** | **Evidenced by** |
| Application form | Interview process |
| **General Qualities and Skills**  |  |  |  |  |
| A person of spiritual maturity, integrity and prayer. | ✓ |  |  | ✓ |
| An experienced priest of the Church of England (or a Church in full communion with it). | ✓ |  | ✓ |  |
| Demonstrates commitment to and understanding of the work of theological education in the service of the mission and ministry of the Church. | ✓ |  | ✓ | ✓ |
| Has excellent inter-personal skills, relating well to a wide range of people. | ✓ |  |  | ✓ |
| Is in sympathy with the ethos and values of the Queen’s Foundation, including its commitment to diversity. Open to learn with and from those who bring different experiences, traditions, and perspectives. | ✓ |  |  | ✓ |
| Committed to, and experienced in, working ecumenically. | ✓ |  |  | ✓ |
| Demonstrates ongoing learning and personal/professional development | ✓ |  | ✓ |  |
| **Anglican formation** |  |  |  |  |
| Has experience of the breadth of the Church of England, and awareness of the wider Anglican Communion. | ✓ |  | ✓ |  |
| Has experience and knowledge of the discernment processes leading to ordained ministry in the Church of England. | ✓ |  | ✓ | ✓ |
| Can articulate an understanding of (and approach to) ministerial formation appropriate to the Church of England. | ✓ |  | ✓ | ✓ |
| **Teaching and learning** |  |  |  |  |
| A skilled teacher who can engage with a diverse group of learners, teaching at a range of levels. | ✓ |  | ✓ | ✓ |
| Has experience of digital/online teaching and learning |  | ✓ | ✓ |  |
| Able to take a significant role in the teaching of Anglican theology, identity and polity.  | ✓ |  | ✓ | ✓ |
| Experienced in teaching and learning in inter-cultural and cross-cultural contexts. |  | ✓ | ✓ | ✓ |
| Qualified to teach at undergraduate and postgraduate levels (normally evidenced by a postgraduate qualification in a relevant discipline, or by publications that are recognised as equivalent). | ✓ |  | ✓ |  |
| Able to supervise doctoral students (normally evidenced by a doctoral qualification) |  | ✓ | ✓ |  |
| Has experience of curriculum design and HE quality assurance and enhancement processes. |  | ✓ | ✓ | ✓ |
| Is experienced in both full-time and part-time modes of ministerial formation.  |  | ✓ | ✓ |  |

## Brief Terms and Conditions

* All tutors are employed on the Lichfield Scale. The salary for 2020-21 is £27,240.
* Ordained Anglican tutors are normally members of the Clergy Pension Scheme; other employees are members of a contributory stakeholder pension.
* Accommodation is available on the campus, but if this is not suitable a housing allowance (currently £9,241) can be offered.
* Relocation and other allowances are as specified by the Lichfield scale. Other benefits include free meals during term-time when the dining room is open; book allowance; conference allowance etc.