

PA to the Director

Background and overall job purpose

The Church of Ireland Theological Institute (CITI) is responsible for the training of candidates for the ordained ministry in the Church of Ireland. It works closely with Trinity College Dublin (TCD) with whom it has developed a Master's degree in theology (MTh). It also provides training for various forms of lay ministry in the Church of Ireland.

CITI is constantly evolving to meet the changing needs of the Church in the 21st century. As part of its ongoing development, a new senior administrative role has been created – PA to the Director of CITI. This is an exciting opportunity for an experienced candidate to join a small management team and help shape the future of the organisation.

The purpose of this new full-time role is to co-ordinate and manage all aspects of the existing administrative and domestic support structures within CITI; to develop and manage requisite systems for the effective running of the various teaching programmes; to act as the primary administrative liaison person with TCD and to oversee the management of its Student Records/timetabling systems; to assist in the development of IT/distance-learning/ancillary processes; to act as PA to the Director of CITI and, under the guidance of the Director, in support of other staff.

Duties and responsibilities

This is a varied and multi-faceted role. Key responsibilities can be classified under three headings:

PA to the Director of CITI

- To support the Director in all matters of personal and institutional administration.
- To undertake all such other duties as may be required in the normal running of a professional theological academic institution.
- To act as administrator to the annual curacy round.

Academic Administrator

- To organise the collation, recording and online progression of all marks for the MTh, including the preparation of necessary documentation for the annual Court of Examiners.
- To co-ordinate all CITI matters in relation to TCD SITS and CMIS programmes – this will require both training and access with TCD.
- To oversee and prepare all aspects of timetabling for full-time and part-time student learning, including liaison with TCD Academic Registry and visiting lecturers.
- To act as the administrator for Turnitin plagiarism software and TCD Blackboard/Web CT matters.
- To collate and edit the CITI Handbook - this requires particular availability during the month of August.
- To assist in the development of online distance-learning materials.
- To interact with the various student bodies, both residential and part-time.

Office Manager

- To work under the direction of the Director in support of the faculty team.
- To develop and resource the office in support of all CITI staff and programmes.
- To manage and develop the CITI office electronic diary.
- To act as the CITI Data Co-ordinator.
- To manage all room bookings for both resident students and conference facilities.
- To act as CITI Health and Safety Co-ordinator.

Person specification

- Experience in a senior administrative role, ideally in an academic environment.
- Ability to manage an electronic diary for programme scheduling and accommodation/conference bookings.
- Ability to develop the existing system for record-keeping and to maintain these records in compliance with GDPR.
- Ability to co-ordinate and implement the review of academic programmes.
- Ability to deal with IT systems and academic timetabling.
- Ability to manage websites and work with publishing/distance-learning.
- Ability to work confidentially and in support of a senior management position.
- Ability to work collaboratively and to fit with the established ethos of CITI.

We are seeking to appoint a person who:

- Can work collaboratively and relate well to fellow staff and students
- Has strong communication and inter-personal skills
- Is able to think strategically
- Has a commitment to continuous professional development
- Supports the ethos and values of the Church of Ireland
- Endorses the aims and objectives of CITI

Details of employment

Responsible to: The Director of CITI

Work Place: The Church of Ireland Theological Institute – currently Braemor Park Dublin. Future locational flexibility within the Greater Dublin Area may be required in the light of the longer term plans of CITI.

Hours of Work: Average 35 per week – but with some variation throughout the year. Flexibility will be required to meet the varying needs of programmes and the rhythms of the academic year. Consequently this will involve some weekend work, and annual leave cannot be taken during the month of August unless in exceptional circumstances.