

The Minster Centre

Job Description and Person Specification

Registrar

Terms and conditions

Hours:	35 hours per week
Salary:	£36,000
Contract:	Permanent
Annual leave:	33 days (including bank holidays)
Responsible for:	Admissions Officer (Training) Training Administrative Assistant(s)
Reports to:	Director

Background

The Minster Centre is a registered charity and specialist alternative provider of Higher Education based in Queens Park, London that trains psychotherapists and counsellors. We have 300 students attending courses ranging from introductory to MA level. Our courses are accredited by the UK Council for Psychotherapy, the British Association of Counselling and Psychotherapy, and validated by Middlesex University. The Minster Centre also provides a psychotherapy and counselling service to the local community and has a number of rooms that are hired out for therapy, training and events. The Minster Centre is a small, friendly organisation and the Registrar needs to be an adaptable and flexible person who enjoys working on a range of different tasks and leading a small team.

The current Registrar is leaving after seven years in post and will aim to provide an induction for the new Registrar.

The Role

Our Registrar oversees all aspects of administration of the Minster Centre's training courses, including short introductory courses, professional counselling and psychotherapy qualifications, and MA programmes validated by Middlesex University. Reporting to the Director the Registrar ensures that we deliver efficient and effective services to support admissions, enrolment, university registration, assessment, progression and graduation of our students.

The Registrar leads on managing student data, organising our Bursaries and Hardship Funds, supporting key committees and monitoring academic progress. S/he will balance day-to-day student matters with working to improve administrative systems.

This is a varied role leading a small team, critical for the delivery of The Minster Centre's work. The successful candidate will be educated to a degree level, or equivalent, and will have significant relevant experience of administration, ideally within the higher education or professional training sector. A self-motivated person with good management, communication and interpersonal skills, s/he will be able to work as part of a team and prioritise a heavy workload.

Responsibilities and duties

The Registrar will:

- Ensure that students are enrolled on courses
- Oversee the recording of student progression
- Co-ordinate assessment processes including Assessment Boards
- Provide administrative support to key meetings including Boards of Studies, Training Committees.
- Organise course scheduling
- Work with other key staff to market courses
- Oversee student recruitment
- Respond to student and staff queries
- Work with other key staff to ensure that key information is provided accurately to students, staff and the general public through Handbooks, the Intranet, Moodle and the Minster Centre website
- Manage the Training Staff Team of Admissions Officer, Training Administration Assistant(s).
- Maintain a Registrar's handbook, including regular review and improvement of systems

Specific tasks

1. Student enrolment

Liaising with the Admissions Officer and Senior Management Team (SMT) on expected student numbers

Enrolling students onto weekend training

Registering MA students with Middlesex University

Receiving and recording Bursary and Hardship Fund applications and outcomes

Approving applications for TfL discounted Oyster cards

Booking students onto the annual Graduation event and overseeing administration

2. Provision of support materials

Ensuring attendance registers are provided for tutors

Renewal of materials on the intranet, Moodle and The Minster Centre website

Reference copies of Handbooks and Aids to Study

3. Recording of student progression

Recording all student submissions and co-ordinating the timely distribution, marking and moderating of essays and dissertations

Organising live assessments

Ensuring the efficient and accurate recording of student progress through updating of student database records

Identifying and implementing improvements to Salesforce in order to simplify recording and reporting of individual progression

Providing accurate statistical information to Directors for inclusion in annual reports

Monitoring compliance with Middlesex University, UK Council for Psychotherapy and British Association of Counselling and Psychotherapy requirements

4. Co-ordination of Boards of Studies and Assessment Boards

Booking rooms and notifying relevant personnel of meetings

Co-ordination of materials for and responses from the External Examiner

Preparation of supporting paperwork

Recording outcomes and minutes

Ensuring the appropriate paperwork is authorised and sent to Middlesex University

Notifying students of the results of the Assessment Board

Distributing certificates and transcripts

5. Course Scheduling

Checking tutor availability, space and equipment needs

Coordinating room allocations

Coordinating student allocations to specific groups

Scheduling open events

Organising for dates to be advertised on the website

Overseeing enrolment to additional courses as these are developed

6. Marketing

Placing adverts in Therapy Today and any other suitable publications

Updating Psychotherapy Excellence regularly with Minster courses and events

Preparing marketing flyers for distribution

7. Minutes

Taking minutes for Training Committee, Ethics Committee, Assessment Board and Training Staff meetings

8. Maintaining a Registrar's handbook, including regular review and improvement of systems

Ensuring a Registrar's handbook is developed to clearly record the systems and procedures in use for the administration of training

Monitoring and reviewing systems, identifying and recommending to Directors where these can be simplified and improved

Person specification

Essential

Significant experience of working in a complex and, at times, high-pressured administrative position.

Good communication skills, including a friendly and approachable manner and a good command of written and spoken English.

Proven organisational skills, with ability to prioritise work and meet deadlines in the face of multiple demands for support.

Proven ability to plan ahead and take initiative when required.

Proven ability to supervise others and work co-operatively as part of a team.

Proven knowledge of the use of Microsoft Office, Outlook and Explorer in an office environment.

Significant experience of using and maintaining a computerised database.

Desirable

Experience of academic course administration

Experience of using a Salesforce database

Experience of setting up record or information systems

Experience of taking minutes of meetings

Experience of developing a database.

The closing date for applications is 14 August.

Interview date TBC, but likely in the week commencing 21 August.

To apply for this position please send your CV and a cover letter addressing how you meet the person specification to Lissie@minstercentre.org.uk or to Lissie Wright, Director, The Minster Centre, 20 Lonsdale Road, Queens Park, London, NW6 6RD by 9am 14th August July 2017. Interview date TBC but likely in the week commencing 21st August.

PLEASE NOTE THAT ONLY APPLICATIONS WITH A COVER LETTER WILL BE CONSIDERED.