

## **Job Description of a Part-Time Academic & IT Support officer**

**Job Title:** Academic & IT Support officer

**Salary range:** £22-24K pro rata, depending on experience

**Hours:** Part-Time, flexible working hours including evenings and weekends (0.4)

**Contract type:** Permanent

**Vacancy Reference:** BCC 004

BCC is a training college for Christian Ministry and Mission where men and women are modelled to become faithful disciples of Jesus Christ in the church, society and the marketplace. Situated on the Selly Oak Campus of Birmingham University, BCC has former students serving all over the world.

BCC is currently seeking to appoint an experienced and qualified Academic & IT support officer to provide academic and IT support of the highest standard to the College. This part-time role provides an interesting opportunity, and you should be able to work with initiative and energy and a high level of organisational skills. Excellent interpersonal and communication skills (oral and written) including an excellent IT skill is essential. You must be able to work and communicate with all levels of management, staff and students along with external organisations. You will be expected to build good working relationships with the college leadership team, college staff, and wider team. You will need to be able to plan and prioritise work, develop marketing and advertising materials including regular updates of the college's website and initiate action to maintain the site.

The successful applicant must have the right to work in UK and must be prepared to subscribe to the college's Christian ethos.

The role will be overseen by the Academic Dean and will work closely with the Head of Ministerial and Leadership formation. This is a part time role that provides an exciting opportunity to shape and develop leaders in a changing ministry landscape.

### **PERSON SPECIFICATION**

The ideal person must be able to work with their own initiative and energy and have a high level of organisational skills. Excellent interpersonal communication and IT skills are essential. They must be able to work and communicate with all levels of management, staff and students.

It is desirable that the successful candidate has at least 3 years' experience in a similar role and IT qualifications including NVQ level 3 or A Level Computer science. A degree in computer science, digital marketing or related programme is desirable.

They will be expected to have strong organisational, administrative and IT skills and an ability to plan and prioritise work, promote marketing events and advertise BCC training presence on social media.

The role requires a high level of proficiency in IT skills, including the Microsoft suite and experience of using streaming platforms is desirable. The ideal candidate will have experience with digital learning platforms such as MS Teams, Moodle and a desire to innovate in this area. Knowledge on how to use WordPress and cyber security qualification is desirable.

There is flexibility to work from home and occasional visits to BCC campus, so the post holder can be based anywhere within the UK.

## **Duties & Responsibilities**

1. Assist the BCC Academic Dean and the Head of Ministerial and Leadership formation to equip Church's Lay leaders for effective mission and ministry throughout the Church with a good quality IT support.
2. Provide IT support/help desk for all BCC students both evening and weekend online learning.
3. Assist with monitoring students' attendance register and to monitor tutor's marking to ensure marks are recorded after end of module assessments.
4. Make sure all the video recordings for lessons are kept in appropriate folders or files in teams for students' access.
5. Monitor the various Cohort WhatsApp platform and respond to queries accordingly.
6. Respond promptly to queries from students regarding logging into Classter, submitting assessments, joining online sessions etc.,
7. Help maintain social media accounts and marketing activities for BCC brands, products, or services.
8. Prepare and facilitate events and support students and Tutors.
9. Help to plan promotional events hosted by the college's marketing department.
10. Assist in organising major BCC events (such as open days/evenings).
11. Design flyers, posters, newsletters about BCC to be posted on social media.
12. Edit videos, create videos and master videos for public consumption.
13. Help with Virtual programs like Open Day, Graduations, Inauguration etc.
14. Assist in the management of the college's social media presence.
15. Support with editing and updating the college's website.
16. Contribute to CoP Students SIS training alongside the Dean and wider team.
17. Assist the College Administrator in managing the BCC/CoP emails to facilitate responses to CoP training queries.
18. Assist in marketing and promoting for training within CoP including physical and digital presence.
19. Assist the Head of Ministerial and Leadership formation unit in conducting end of module and/or programme evaluation.
20. To attend team meetings where appropriate
21. To undertake any training that is essential to performing the role.
22. To seek to implement the College's Health and Safety Policy and give due regard to the health and safety of themselves and others when carrying out duties.
23. Actively seek to implement the College's Equal Opportunities Policy and promote equality of opportunity in relation to the duties of the post.
24. Contribute to BCC's 5-year strategic intents including project management and to assist in coordinating BCC's Online Learning Platform.
25. To undertake any other duties that may reasonably be requested appropriate to the grade and responsibilities of the post.

## **How to apply**

Please provide a cover letter outlining why you are suitable for the role, referencing your skills and experience against the Job Description and person specification along with a current CV.

Please send your cover letter and CV to Mrs Briony Seymour [briony.seymour@bccoll.uk](mailto:briony.seymour@bccoll.uk).

**Make sure you submit your application before the deadline: 8<sup>th</sup> October 2023**