



South West Ministry Training Course

THEOLOGY FOR LIVING

Academic Registrar (Part -Time)

This is an exciting opportunity to be part of our small and dynamic Theological Educational Institution based in the beautiful Southwest of England.

SWMTC has been training people for Ordained and Lay Ministry alongside independent students for over 40 years, and now we are expanding our education portfolio by providing courses in Spiritual Direction, Chaplaincy and an MA course in Theology, Ministry and Mission.

Due to the retirement of our current Academic Registrar, we are now looking to appoint a new senior member of staff to our team.

Purpose of the Role: To manage high quality and student focused academic registry and administration for the members of the South West Ministry Training Course. To foster our relationship with the Common Awards Team at Durham University.

Remuneration: £13,222 pa (£33,056 pro rata) plus pension contributions.

Part-time: 0.4 (16 hours a week)

Permanent.

For a full Job description and application form please contact Lisa Coupland, Operations Manager at: Admin@swmtc.org.uk

Closing date for applications Noon, Friday 21st June 2024.