Appointment of Director of Studies
Margaret Beaufort Institute of Theology
Catholic House of the Cambridge Theological Federation

Margaret Beaufort Institute of Theology is seeking to appoint a Director of Studies who will contribute to the Institute’s teaching at all levels as well as to research and outreach activities. The Director of Studies is responsible for the academic guidance of applicants and of continuing students. This role requires the Director of Studies to be involved in the interviewing of applicants and in the on-going academic advice and guidance given to students at each stage of their programme and of their assessment. Accurate record keeping, as well as good knowledge of academic regulations and conventions, are essential aspects of this work.

The Institute is looking for an enthusiastic and effective teacher who is attracted to teaching and management of teaching, learning and assessment in the particular context of the Institute. She/he will share a commitment to the ethos of the Institute, centred on enabling its students to develop academically and spiritually, to realise their potential and to be equipped for service to the Church and the world. The emphasis of the Institute’s educational work is to integrate theology and pastoral practice at the higher education level. We are also looking to appoint an individual who shares an interest in the Institute’s aim to continue to develop postgraduate research work at Master’s and Doctoral level (including Professional Doctorates) and therefore some experience of supervising is desirable. Applications are encouraged from all the theological specialisms.

The appointment will begin on 1 September 2019 or as soon as possible thereafter.

About the Institute

Margaret Beaufort Institute was established in 1993 as a full member of the Cambridge Theological Federation, bringing a Catholic presence to this ecumenical theological educational partnership for the first time in its long history. Its purpose is to provide theological education and pastoral formation for all its students. As a community of prayer and study the Institute enables its students to live their faith more deeply and to develop their knowledge and understanding in preparation for engagement in the life of the Church and of society. We have a particular commitment to the integration of theological knowledge with pastoral practice.

The Institute has three academic staff - The Principal, Director of Studies and Director of Research – and a number of professional support staff including Bursar, Administrator and House Manager. We have ten research associates and fellows. We own our own property, Lady Margaret House, in Grange Road next to Newnham College close to the Sidgwick Arts and Humanities site of Cambridge University. The building, which formerly belonged to the Canonesses of St Augustine, has staff offices, 20 study bedrooms, a chapel/oratory, two teaching rooms and a library, common room, self-catering kitchens and a beautiful garden.

Through the Cambridge Theological Federation the Institute’s staff and students are part of a large community whose concern and focus is the mission and ministry of
the Christian Church. Most Federation students are training for ordained ministry but
the Institute has created a very welcome focus within the Federation on lay
discipleship and ministries. Institute students who are on degrees are fully part of the
Federation, while those who take the Institute’s own courses or come for sabbatical
study benefit from the Institute’s membership of this wider community. Through the
Federation we enjoy strong relationships with both universities in Cambridge: Anglia
Ruskin University and the University of Cambridge.

 Governance is undertaken by a Board of Directors (Trustees) and a Council of
Members whose work includes academic guidance and support. The Institute is
entirely independent and self-financing, generating the income it needs from its
property and from donations, fees, and grant applications.

 List of Courses

  • Catholic Certificate in Religious Studies
  • Margaret Beaufort Certificate: Catholic Theology and Practice (continuing
    adult education)
  • Diploma/Bachelor in Theology for Ministry (University of Cambridge)
  • MAs in Pastoral Care and Chaplaincy; Spirituality; Contemporary Ethics;
    Contemporary Faith and Belief (Anglia Ruskin University)
  • PrD Professional Doctorate in Practical Theology (Anglia Ruskin University).
  • MPhil/PhD (Anglia Ruskin University or University of Cambridge).

 Job Description

 The Director of Studies will:

 1. Contribute to teaching at all levels within the Cambridge Theological Federation
     and play a role in curriculum development and planning.

 2. Lead the teaching, management and curriculum planning of the Institute’s own
     programme of teaching including responsibility for the in-house certificate and short
     professional development courses.

 3. Have a leading role in the management, administration and assessment of the
     programmes and academic pathways for the Institute’s own students, taking
     responsibility for their academic and tutorial support.

 4. Represent the Institute’s Roman Catholic perspectives and its concern for lay
     ministerial formation in Federation discussions.

 5. Play an active part in the community life of the House, for example through some
     involvement in times of prayer and general formation of students.

 6. Work collaboratively with the Principal, Director of Research and Co-ordinator of
     Pastoral Care.
7. Undertake scholarly activity and research.

8. Play a part in the development of the Institute, continuing to shape its mission and its place in the Church. This may include some marketing and fundraising activities.

9. Undertake a share of the academic administrative responsibilities of the Institute and any other duties as directed by the Principal (who is line-manager) that are appropriate to the overall purpose of the job.

**Person Specification**

**Academic qualifications**

1. An academic theological qualification which may be *either* a good undergraduate degree in theology *or* study of theology at postgraduate level. [essential]

2. A doctorate in a theological discipline or another relevant discipline. [essential] Where the doctorate is in another discipline it must be accompanied by either (a) a good undergraduate degree in theology or (b) theological study at postgraduate level

**Experience and skills**

3. Proven experience of teaching at higher education level and a demonstrable commitment to adult teaching and learning methods.

4. Proven capability to work collaboratively and as a member of a small team.

5. Demonstrable administrative and organisational skills.

6. Potential to contribute to building the Institute’s networks and relationships nationally and internationally.

**The successful applicant will also have:**

7. A commitment to working ecumenically with Christians of all traditions, and those of other faiths.

8. A commitment to the purpose and ethos of the Institute as a place of learning and formation primarily, but not exclusively, for women.

9. Be able to work some evenings and weekends.
Terms of Appointment

The salary will be Grade 5 (National Spine Framework), in the range £26,243-£35,212.

Academic staff members are entitled to six weeks’ holiday – usually a week at Christmas and Easter and four weeks in the summer.

Academic staff are entitled to one sabbatical term’s leave in every five year period of service. The precise timing of sabbatical leave is a matter for negotiation with the Principal who line manages the Director of Studies.

Application Process

Applicants are invited to submit a letter of application and a CV along with names of three referees who are able, between them, to cover the range of the job description and person specification. If you are in employment, one of your referees should be your current employer. Please send applications by email or post to Ela Wolbek, 12 Grange Road, Cambridge CB3 9DU, ew263@cam.ac.uk.

The close date is 30th April 2019 and short-listed candidates will be invited for interview on 27 or 28 May 2019.

Candidates will be asked to make a short presentation as part of the selection process.

Standard rail fare within the UK will be paid and, where necessary, accommodation for the night before the interview will be provided.

Summary

This is an excellent opportunity for an individual who wishes to make a difference to lay education and formation, particularly for women, in the Catholic tradition and within the current challenging context of higher education. In return for involvement in demanding work, staff at the Institute have the opportunity to be part of a small and focused team, to undertake a range of responsibilities and to exercise imagination and pursue their own goals for teaching and research. The Institute enjoys a strong reputation and the context of the Federation and in Cambridge will give real satisfaction to the right person.