WELCOME TO WAVERLEY ABBEY

Hi! Thank you for your interest in becoming a part of the Waverley Abbey team.

We've got an important job to do; and that's to extend and build the Kingdom of God - **through encounter with him, equipping the Church and changing the world.** Waverley Abbey is a caring, friendly organisation - and so are our people.

Our organisation is run by a bunch of professional, creative, like-minded individuals, working together to change lives. When you come to work for us, it's obviously really important that you have the right skills, knowledge and experience. But it's also vital that you have the right attitude, too. We look to employ people who do the right things, in the right way. This approach to recruitment means Waverley Abbey is a pretty great place to be - and we hope you can join us!

This pack is designed to help you get a feel for what it's like to work with us, find out what we're looking for, explain the recruitment process and help you decide whether you can see yourself as a part of our amazing team.

THE WAVERLEY ABBEY VALUES AND CULTURE

We may be blowing our own trumpet, but our team really is something special. Our people are gold.

Our people come from all different walks of life, and it's this mix of brilliant personalities, experiences and insights that gives us that warm, open and friendly culture you can feel as soon as you meet us. But however wonderfully different we all are, there are five things we've all got in common - and they are the Waverley Abbey values.

Our values are the key to what makes our culture so unique; they're a reflection of who each of us are and they're embedded in everything we do.

OUR VALUES

→ **Integrity**
→ **Compassion**
→ **Selflessness**
→ **Transformationa**
→ **l Celebration**

WE EMPLOY AUTHENTIC, SELFLESS, COMPASSIONATE, TRANSFORMATIONAL AND FUN PEOPLE!

3 TOP TIPS FOR A GREAT APPLICATION...

1. Before you start, check out the person specification

The person specification highlights the key things we're looking for. The essential criteria are those things which you must have in order to do the job, so it's important that you are able to say 'yes, I've got those' before you invest time and effort in completing your form. Desirable criteria are qualities we believe would be an advantage for you to have.

But don't panic if you don't have them - often, these are areas we would look to develop within the role, so they may simply be ways we can train you up. Of course, if we get lots of applications for the role, we may use the desirable criteria to narrow things down a little.

2. Be yourself

As we mentioned earlier, our values are a really important part of how we recruit. We're looking to find out whether your personality will be a good fit at Waverley Abbey so be honest and be yourself - let your personality shine.

3. Tell us all about it

We often find that applicants will state that they have what it takes to do the job, but don't tell us why in enough detail. Please make sure you tell us why or how you meet the person specification. A good way to make sure you're telling us what we need to know is to have a look at the person specification and note down an example that proves you have the skills, knowledge or experience in each thing on the list. Every time you tell us you have what it takes on your application form, give us one of your examples.

GOT ANY QUESTIONS?

Who should I contact if I have any special requirements?

If you're unable to complete our application form and need some support, and/or you need our documents in an alternative format, for example, large print, please call us.

How long will it take for you to decide if I've got an interview?

This can vary depending on the number of applications we receive for each vacancy. Generally speaking, we do try our best to make our decision and contact applicants invited for interview within two weeks of the closing date.

Will I be notified if my application is unsuccessful and will I receive feedback?

We know how much time and effort goes into an application and we really appreciate the time you've taken to apply for a job with us. Due to the volume of applications we receive, we're unable to inform and provide feedback to unsuccessful candidates at the shortlisting stage. If you haven't heard from us by the interview date, unfortunately you won't have been shortlisted for the role.

JOB TITLE: ACADEMIC ADMINISTRATOR, CPD AND EVENTS

REPORTING TO: College and Business Development Manager

Job Purpose:

Support lead tutors and the College manager in the delivery of college-related short courses, website subscriptions and events.

Person Spec:

Highly organised, attention to detail, team player and a great communicator on email and face to face.

The role covers the following main aspects:

Project managing – CPD courses, college events like open days and graduation, and website subscriptions eg. Find a Counsellor directory

Delegate management – liaising with enquirers and applicants to short courses to make sure their experience of attending college CPD or events is smooth and efficient. Taking bookings on the student record system or hubspot, as appropriate. Collecting and following up on feedback

Website – keeping the relevant website pages updated accurately and on time. Liaising with the marketing team

Venue bookings – making room or zoom license bookings, speaker and refreshment arrangements for events. Liaising with the house team

Speakers/lecturers – liaising with external speakers or tutors to ensure they have all they need to fulfil their role

Assessments – if CPD has assessments liaise with Registry for process through to production and distribution of certificates

Communications / IT used:

In-person, online meetings, and phone calls with enquirers, delegates, speakers/lecturers, venue and colleagues.

Must be experienced using Microsoft Office 365 Forms, Excel, Word, SharePoint, OneDrive, Teams, Outlook inboxes and calendars (for self and team).

Training will be provided for using Student record system (Quercus), Virtural Learning Environment (Moodle), Zoom licenses, and venue management system (SAGE CRM).

Additional tasks:

iHasco Training

Minute Meetings

Assist Academic Administration team as required and share holiday cover

Main performance assessment criteria:

Effective and efficient performance of tasks and the smooth running of CPD courses and other college events, confirmed by College Manager, Academic Dean and delegate feedback.

MAIN TERMS OF EMPLOYMENT

Type of Contract

Permanent / Part time

Salary range

£24,260 FTE dependent on experience and qualifications

Hours of work

3 days per week

Place of work

Waverley Abbey House, Farnham. An agreed proportion of work may be carried out at home subject to it not conflicting with the demands of the role and you being able to be present in the office when required. However it is our expectation that you are on site at least 2 days of the working week.

Pension and Life Assurance

After satisfactory completion of the probation period, you will be eligible to join the Group Personal Pension plan. There is a 5% employee's contribution which is matched by the employer for the first year. The employer's contribution rises to 8% after 12 months of service.

We also provide a death-in-service benefit of three times the annual salary

Annual Holiday

25 days pro rata (plus public holidays) for a whole calendar year

Sick pay

1 month paid at full pay and 1 month at half pay in a rolling 12-month period - on confirmation of appointment (SSP only during the probation period).

Notice

3 month's written notice on either side once you have satisfactorily completed a 3 month probation period (one week during probation).

Key Dates

Application Closing Date: ASAP | Starting Date: 2 September
This job description is subject to alteration as the needs of the company change. Any substantial alterations will be made following consultation with you.

August 2024

To apply please send your CV and covering letter to:
Andy.Hardy@waverleyabbeycollege.ac.uk   Bev.Clark@waverleyabbey.org

WAVERLEY ABBEY

ANCIENT SPARK NEW FIRES