

JOB DESCRIPTION

POST: Academic Officer - WCRRP

POST NO: SMG-P03

DEPARTMENT: SMG – WCRRP

STARTING DATE: As soon as possible

SALARY RANGE: Grade 7 - £33,943 to £38,183 per annum, pro rata

INDEFINITE/FIXED TERM: Fixed term for 3 years

HOURS: 0.5 fte

REPORTING TO: Director, WCRRP

THE POST

The Winchester Centre of Religion, Reconciliation and Peace (CRRP) is a vibrant and rapidly developing research centre which examines the role faith-based organisations, religious leaders, and faith communities can play in national and community level peacebuilding and reconciliation processes. The Centre has a growing and diverse post-graduate community, including two MA programmes which have been developed in collaboration with St Ethelburga's Centre for Reconciliation and Peace, London. CRRP is looking for an exceptional candidate who can continue to grow our Master's degree provision, whilst simultaneously developing our important relationship with St Ethelburga's.

The 'MA Reconciliation' and 'MA Reconciliation and Peacebuilding' programmes are currently delivered by Distance Learning, and therefore attract students from countries all over the world. A significant proportion of our MA students have been directly affected by conflict, and may have little experience of UK education. One of the primary duties of the Academic Officer will be to offer extra support to students who need it in order to successfully complete their studies. They will teach on the programmes, and also be required to seek external funding to support fees bursaries for overseas students who would not usually be able to gain a UK post-graduate degree without some financial support. St Ethelburga's remains an important partner of the Centre, and presents many opportunities for our MA students. A further important dimension of the role would be to continue to enhance our relationship with St Ethelburga's, helping our students take advantage of the rich practical and experiential opportunities St Ethelburga's offers, whilst ensuring St Ethelburga's work also benefits from the abundant knowledge and skills many of our students possess.

The successful candidate will be someone who has the enthusiasm and vision to embrace and develop this new role at the University. This exciting opportunity will enable the post holder to enhance their learning and teaching skills, and broaden their experience of working with individuals from diverse contexts and backgrounds. Some element of research activity is also expected. They will report directly to the CRRP Director. Our ideal candidate

would hold a PhD in a subject area related to Peace and Conflict Studies, and have experience of teaching at Master's level; preferably with some knowledge of Distance Learning. Some experience of developing collaborations and practical peacebuilding work would also be an advantage.

MAIN DUTIES AND RESPONSIBILITIES

- To Programme Lead two post-graduate MA programme/s under the supervision of the Director, CRRP.
- Teach on average two MA modules per semester.
- Provide academic and pastoral support for Distance Learning MA students, many of those who live overseas in conflict-affected regions.
- To actively seek external funding to support MA fees bursaries for students from conflict-affected countries/regions.
- Liaison with our MA partners St Ethelburga's Centre for Reconciliation and Peace in London, to ensure their role in the MA programmes remains active.
- In collaboration with St Ethelburga's develop and manage an agreed programme of joint events and initiatives our MA students can participate in.
- Any other duties as reasonably required by the post holder's line manager.

General Information

It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be fully consulted on any proposed amendments.

CONDITIONS OF SERVICE

The appointment will be at Grade 7 with a salary range of £33,943 to £36,001 per annum, pro rata with an annual incremental progression within this range. An upper range of £37,075 to £38,183 per annum, pro rata will be available (again with incremental progression) to those who, having gained considerable experience relevant to the role, are able to demonstrate added value through activities or contribution which are over and above the normal expectations for the role. Starting salary will be dependent on qualifications and experience. Salary is paid monthly in arrears by direct credit transfer on the last working day of each month.

Your normal centre of duty will be the West Downs Campus. However, you may be required to work in any part or department of the University and in any Campus of the University, or as otherwise required for the due performance of your duties and responsibilities.

The annual leave year runs from 1 August to 31 July. Holiday entitlement is 35 days per year plus statutory Bank Holidays and local discretionary days. A proportion of this entitlement is allowed pro rata for part-time staff.

Other terms and conditions of employment appropriate to this post and grade apply in addition to those referred to in this statement. The list of benefits includes Pension Scheme, Sick Pay Scheme, Maternity and Paternity leave and pay (subject to eligibility). Details are

contained in the Statement of Principal Terms and Conditions of Employment issued on appointment, the Staff Handbook and other documents referred to therein.

APPLICATION INFORMATION

Candidates shortlisted for interview will be asked to give a presentation lasting 10 minutes on how their skills and knowledge will add to the strategic development of the CRRP.

Applications should be made on line at www.winchester.ac.uk. Please note that posts close at midnight on the date stated. Late applications will not be accepted.

We delight in diversity in our workforce and seek those that share this value

THE UNIVERSITY OF WINCHESTER

PERSON SPECIFICATION

Each attribute is marked as essential for the post, or desirable. The last four columns on the Person Specification (labelled A, I, P) indicate how each attribute is assessed.

A = application form, I = interview, P = presentation.

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
EDUCATION/TRAINING					
First Degree	X		X		
Doctorate	X		X		
Active in research & scholarship	X		X	X	
Publications	X		X	X	
EXPERIENCE					
Teaching at PG level	X		X	X	
Distance Learning		X	X	X	
Developing strategic partnerships		X	X	X	
Developing funding bids		X	X	X	
Developing online communication links and community		X	X	X	
Practical peacebuilding work		X	X	X	
KNOWLEDGE					
Understanding of and interest in the Conflict and Peace Studies	X			X	X
Understanding of and interest in the religious/cultural dimensions of peacebuilding	X			X	X
Distance Learning pedagogies		X	X	X	
Social media networks and platforms	X		X	X	
Developing organisational relationships		X	X	X	
Project Management		X			

ATTRIBUTES	ESSENTIAL	DESIRABLE	A	I	P
SKILLS/ABILITIES					
Ability to conduct research	X		X	X	
Keeping to deadlines / time management	X			X	
Good organisational skills	X			X	
Good interpersonal skills	X			X	X
Good written and verbal communications skills	X			X	X
Good team working/team building skills	X			X	
Good IT Skills	X			X	
PERSONALITY					
Perseverance	X			X	
Enthusiasm	X			X	X
Commitment	X			X	
Initiative	X			X	
Reliable	X			X	

FURTHER INFORMATION

Health & Safety

Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the University on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Copies of the University Safety Policy can be found on the University Intranet.

Sustainable Development

All employees are expected to act in accordance with the Sustainable Development Policy and Environment Strategy. In the course of your duties, you should seek to minimise any detrimental impact on the environment and take specific action as appropriate within the remit of your post.

Facilities

Staff catering facilities are available.

West Downs Day Nursery - is situated within the grounds of The University of Winchester. The nursery offers care for children from the age of six weeks to five years in a stimulating and homely environment. The nursery provides 62 places each day from 7.30am to 6.15pm on a full time or sessional basis. The opening times are designed to accommodate the working parent who may wish to continue their career. Further details are available from the Human Resources Department.

Sports and Fitness facilities are available, these include the University Gym, Sports Hall and our outdoor Multi-Use Games area for Tennis, Basketball, Football and Badminton to name a few. At our Bar End facility you will find our Athletics Track and All-Weather Pitch. Also on offer is our Fitness & Wellbeing class timetable which are complimentary to all Gym Pass holders.

Winchester Values

We value freedom, justice, truth, human rights and collective effort for the public good. The plans and actions of the University of Winchester are founded in these ideals together with the following values:

Intellectual Freedom

Intellectual freedom and its appropriate expression are at the heart of our business.

Social Justice

We seek to embody social justice and develop our students as effective and fulfilled global citizens. They will be prepared to challenge the status quo and will have the strength to stand up for what they believe to be true.

Diversity, Equality and Inclusion

We value diversity and we are committed to ensuring a welcoming and inclusive experience and striving to ensure equality for all.

Spirituality

The University celebrates its Christian foundation, and welcomes those of all faiths and none. Together we seek to explore the mystery of life, and to grow in wisdom and love.

Individuals Matter

The wellbeing of each member of staff and every student is important, as are their opinions and views.

Creativity

Permeability, agility and imagination are central to our thinking: we endeavour to act as a crucible for the generation and transfer of knowledge.

Compassion

Conscious of the kinship that exists between all life, we seek to nurture compassion for people, animals and the planet.

Mission Statement:

‘To educate, to advance knowledge and to serve the public good’

The University vision:

The University of Winchester is a university on a human scale, with a principal emphasis on the personal creativity and development of its students and its staff.

Through its teaching, research and professional practice, the University will be an outward facing and permeable organisation, welcoming outside influences and fully engaging with society locally and regionally, nationally and internationally. It will provide a high quality university education, responsive to the intellectual, personal and professional needs of its members and the wider community.

The University seeks to serve the spiritual and ethical needs of its students, building moral and global awareness. Our Church foundation is reflected also in strong support offered to students from backgrounds not traditionally associated with higher education. The University will ensure that its courses are accessible to all those who have the potential to benefit from them, regardless of their social, economic, ethnic or religious background.

As a twenty-first century institution which provides a progressive and challenging higher education experience and which forms a crucible for the generation and transfer of knowledge, we have high expectations of both staff and students. The professionalism of staff is reflected in integrity, objectivity and competence. Students' time at the University will provide them with a justified confidence in their abilities and the strength to stand up for what they believe to be true.