

APPOINTMENT OF PRINCIPAL

The South West Ministry Training Course serves the Church by training lay and ordained ministers with formation that is Christ-centred, world-engaging and rooted in local communities. We are people of ‘adventurous faith, missional hope and grounded love’.

Over the last few years the Bishops of Exeter and Truro have sponsored a renewal of SWMTC which now provides or supports part-time IME Phase 1 ordination training, IME Phase 2 for curates, Reader training and lay education for both dioceses. With a renewed sense of purpose, an innovative new curriculum and an enlivened staff, SWMTC has a clear sense of its mission. Our strategic priorities are to:

- speak of our excitement at sharing the Gospel
- offer missional formation through our new formational programme based upon the Lord’s Prayer, Nicene Creed and Magnificat
- recruit a diverse student body and the best theological and ministerial educators who are called to serve God’s mission in the South West
- sustain robust financial management with a firm commitment to balanced budgets

We are very pleased with the positive Periodic External Review which was conducted in early 2019: https://www.churchofengland.org/sites/default/files/2019-12/SWMTC%20and%20Truro%20final%20PER%20report_0.pdf

The rejuvenation of SWMTC has been led by the Directors of Ministry for the Dioceses of Truro and Exeter, who have held the positions of Joint-Principals. During 2020, they will step back from their roles in SWMTC in order to focus on diocesan work and the trustees now wish to appoint a full-time Principal to lead the Course in the next stage of its development.

The Principal’s main responsibilities will be to sustain the missional energy of the Course, oversee the embedding of the new curriculum, lead a rebranding, and ensure that the Course is well run and financially sustainable. We also hope for increasing collaboration with St Mellitus (South West) and the Principal will want to grasp the opportunities that this presents.

The Job Description and Person Specification provide further details of this exciting opportunity.

Further information about SWMTC is available on our website: www.swmtc.org.uk

For a conversation about the role, please contact the Chair of the Board of Trustees, Rt Revd Nick McKinnel, Bishop of Plymouth: bishop.of.plymouth@exeter.anglican.org

The current Joint-Principals are also available to answer questions you may have:

Revd Preb Philip Sourbut philip.sourbut@exeter.anglican.org

Revd Dr Jonathan Rowe jonathan.rowe@truro.anglican.org

JOB DESCRIPTION

Principal (1.0 fte)

Date: 13 February 2020

Reporting to:	Chair of the Board of Trustees
Responsible for:	All SWMTC Staff
Key Relationships:	Board of Trustees, Academic Staff, Non-academic Staff, Bishops, DDOs, Diocesan Staff, Clergy, Marjon Staff, Director of St Mellitus College (South West), Exeter University Theology Department.
Location:	SWMTC Offices, Riverside, Okehampton Street, Exeter EX4 1DU
Standard Working Hours:	This is a full-time role (40 hours per week). Attendance at regular weekend and occasional evening events plus a 5 day Lent/Easter School is required.
Salary & Holidays:	£46,000 plus allowable expenses and non-contributory pension according to the Lichfield Scale for theological educators. The Principal is entitled to 25 days holiday a year plus bank holidays.

Role Purpose

The Principal leads SWMTC, taking overall responsibility for:

- vision and strategy
- training and formation of students, staff and volunteers
- spiritual wellbeing and pastoral care of the community
- relationships with sponsoring churches, ecumenical partners and other stakeholders
- administrative and financial management

As well as delivering the Course's strategic priorities, a key component of the role is working with two different but complementary dioceses and across the spectrum of traditions within the Church of England.

Key Responsibilities

1. Curating Vision and Implementing Strategy

- Lead on the evolution of SWMTC's vision and strategy to develop and deliver a fruitful and sustainable future for the Course.
- Lead SWMTC in a time of change, promoting and championing its vision for formation for public licensed ministry and Christian discipleship: 'adventurous faith, missional hope, grounded love'.

2. Leadership

- Lead a community of Christian disciples in learning, holiness and mission.
- Oversee the educational, training and formational programmes delivered by SWMTC.
- Lead staff and volunteers so that they work together as a cohesive and effective team which models Christian practices of commitment, collegiality and collaboration.
- Provide an example of excellence to other staff in the teaching, assessment and pastoral care of students (teaching responsibilities will be agreed with the Vice Principal according to the Principal's academic and/or ministerial expertise).
- Nurture a culture of continuous professional review and development.
- With the Board's Staffing Committee, ensure compliance with all necessary regulations and HR procedures.

3. Communications & Outward Facing Relationships

- Represent SWMTC to its sponsoring churches, stakeholders and other relevant institutions.
- Nurture and develop partnerships with other providers of theological education and formation for public licensed ministry within the South West Region.
- Ensure an effective and mutually beneficial relationship between SWMTC and its validating Higher Education Institution.
- Ensure that the Course is promoted effectively, including engaging with vocations work in the dioceses.

4. Governance, Finance & Operations

- Ensure that the Course is governed effectively and work with the Chair of the Finance Committee, and others appointed by the Board, to ensure the effective financial management of the Course.
- Review and update the Business Plan regularly and lead on any necessary action (e.g. pursuing new business opportunities).
- Oversee day to day financial operations, liaising closely with the Finance Officer, including the preparation and monitoring of financial and management accounting reports, statements and budgets.
- Ensure compliance with all relevant policies agreed by the Board or required by law, the sponsoring churches, the validating Higher Education Institution and other relevant bodies, regularly reviewing all policies so that they are up to date.

5. General

- Participate in professional development programmes, as appropriate.
- Lead on the promotion and development of, and compliance with, SWMTC's Safeguarding Policy, doing all that is reasonable to promote care and safety in the fulfilment of the role and in daily working life for all who may be vulnerable. This includes a responsibility to remain up to date with personal safeguarding training at the level appropriate to the role.
- To undertake other duties, as may be required from time to time, to ensure the effective and efficient fulfilment of the role.

This job description is a summary of the key areas of responsibility in the job. It is not intended as a definitive statement of job content.

This job description will be reviewed periodically and may be subject to amendment.

Person Specification

The Principal is responsible for the leadership of SWMTC and, as such, is a senior figure in Christian education, training and formation in the South West Region, having a considerable public profile and making a significant contribution to the life of the churches in the region.

This requires a wide range of personal qualities, knowledge and skills, etc., as follows:

Attributes	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Educated to degree level in theology (or a related discipline) • Qualified to teach theological subjects to first degree level with relevant experience 	<ul style="list-style-type: none"> • A higher degree in theology (or a related discipline) • People management and employment legislation training
Knowledge, skills and experience	<ul style="list-style-type: none"> • Experience of leadership in a small to medium sized organisation • Experienced in effectively managing and leading a team of both paid and voluntary staff • The chairing, motivational and pastoral skills required to enable staff and students to perform to their full potential • Proven people management, administrative and organisational skills • Demonstrable financial knowledge and related skills, including budgeting • Excellent proficiency in Microsoft Office, especially Outlook, Word and Excel • Driving licence and access to a vehicle 	<ul style="list-style-type: none"> • Experience of charity leadership • Familiarity with the management and quality assurance systems of Higher Education • Familiarity with the educational, training and formational structures and systems of the Church of England, including Common Awards, and its quality assurance systems
Personal qualities and abilities	<ul style="list-style-type: none"> • A person of prayer, whose discipleship is rooted in the Scriptures and shaped by the riches of Christian tradition. • A passion for mission and be committed to the spiritual and numerical growth of the Church and its public ministers • Able to think strategically so as to lead an evolving vision which meets the Board's strategic objectives • An ability and commitment to work collaboratively with colleagues • A proven ability to exercise initiative and respond creatively to new situations • An ability to listen and communicate effectively • An ability to assimilate and express concepts accurately and succinctly, both orally and on paper • An ability to generate goodwill and effective relationships with the Course's partners, students and staff • A person who possesses diplomacy, tact, patience, flexibility and a sense of humour 	

<p>General</p>	<ul style="list-style-type: none"> • It is an occupational requirement for the post holder to be a practising Christian • A communicant member of the Church of England or member church of the Anglican Communion • A strong empathy with the mission and ministry of the Course. 	<ul style="list-style-type: none"> • Understanding the belief systems which shape the life of ministry students
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A satisfactory DBS declaration is required at the time of taking up the post.