

Faith-in-Scholarship Postgraduate Support Worker:

Job Description and Person Specification

Preamble The West Yorkshire School of Christian Studies (WYSOCS) is an education centre exploring the power of faith in learning about every aspect of life. It is focused on the Kingdom of God as proclaimed by Jesus Christ, and its staff are expected to reflect such a faith in lifestyle and character.

The Faith-in-Scholarship (FiS) project is a new initiative to promote a deeper response to Christ's call to postgraduate (p/g) students in British universities. It envisages Christian postgrads meeting regularly in groups that disclose the meaning of the Kingdom of God for the world of scholarship, trusting that the message will be accepted increasingly and bear fruit.

Job Title: Postgraduate Support Worker

Role Summary

The Postgraduate Support Worker (PGSW) will aim, by strategic and visionary leadership, to mobilise Christian postgraduates for scholarly endeavour that demonstrates the "manifold wisdom of God" and the need to share research experience with the wider community of God's people, not least with Christians working in all fields of academia. Establishment of Christian p/g groups in the universities is a central means to this end.

The PGSW will be supervised by a FiS Team appointed by WYSOCS Management Committee, and report to one of its members.

Location: The post will initially be concerned with work in northern universities and the post-holder will live within easy access of Leeds, reporting to the WYSOCS office at least once each month. Travelling between home, the office and the universities is an essential part of the job.

Working hours: Eight per day, including one for lunch, on one or two days per week (to be agreed). The post holder may work these hours flexibly according to the project's needs and will keep a time book.

Duration: Twelve months.

Start salary: (inclusive of NIC & pension) of c. £5,000 / £10,000 per annum

Fund-raising: The post-holder will be responsible for raising 20% of the salary by personal effort. (S)he will be eligible for the usual fees WYSOCS pays for any lectures (s)he delivers.

Budget: To cover travel, subsistence and office supplies, a budget of £2800 / £5600 p.a. has been allocated.

Main Tasks

1. Mobilisation: *provide vision, strategy and input for mobilising postgraduate students to engage in, and collaborate with others in, academic work that is distinctively Christian.*

Specific task	Performance indicators
Develop a strategy for starting, mentoring and mobilising Christian p/g study groups in universities	Review of strategy with FiS Team Interaction with group leaders & prospective leaders
Apply the strategy , stimulating and guiding postgrad groups	Plans in place for PGSW in following years Reading matter circulated and bought Local meetings occurring, visited by PGSW
Encourage engagement with academic disciplines, of a critical and distinctively-Christian nature	Groups meet to discuss the academic work of their members Speakers visit and challenge groups
Increase interdependence among Christians in academic life	Interdisciplinary collaboration among Christians P/g's attend interdisciplinary local, national and international events P/g's contribute papers to journals / websites P/g's explain their work in churches etc.
Assist recruitment of p/g's to local groups	Links made with undergraduate students, their leaders and organisations Fresh relevant content on FiS web pages
Promote FiS amongst students considering p/g study.	Networking in Christian Unions, etc.
Manage the budget	Budget prepared and monthly expenditure / income reviewed with Manager
Administration of office systems for effective planning & management	Follow-up systems to provide and protect data efficiently
Present aims and outcomes clearly, with professional standards of communication	Sufficient time allowed to work with other WYSOCS office members

2. Representation of WYSOCS: *make our vision and distinctives known*

Specific task	Performance indicators
Represent WYSOCS as participant or speaker in appropriate events	Presence in supportive churches & universities (may require weekend work) Strategic speaking opportunities to build awareness
Develop relationships with like-minded organisations in UK and overseas.	Engagement with leaders on a regular basis

3. Management & Leadership: *show responsibility for strategic planning and stewardship of resources, with commitment to excellence, creativity and improvement*

Specific task	Performance Indicators
Inspire and encourage p/g group leaders in leadership and recruitment strategies	Personal relationships developed High esteem for PGSW
Foster effective, light-handed and competent running of groups with appropriate management structures.	Liaison with group leaders to forestall problems Good ethos in teams
Document and communicate progress and plans to group leaders and WYSOCS MC	Documentation reviewed with FiS team
Participate in the FiS team and WYSOCS MC to pray, share and strategise	Attendance and contribution at meetings, assisting decision making and action

4. Personal Development: *act to promote his/her own growth in ability, character and faith*

Specific task	Performance Indicators
Show visionary intention in personal professional growth	Participation in training Reading , discussion, mentoring in reformational, Christ-centred vision
Full report to FiS team after 6 & 12 months	Satisfactory conclusions by review panel

5. Prayer: *promote prayer by supporters for student mobilization and by p/g's for faithful, fruitful roles in academia*

Specific task	Performance Indicators
Commit all aspects of the work to God	Time spent in prayer with WYSOCS team
Encourage imaginative prayer in p/g groups	Time spent in prayer by p/g groups
Identify supporters who want to pray for the work	Database updated
Provide prayer news material as required	Prayer news given to the Development Officer for publication

6. Awareness-raising: *develop awareness of FiS in appropriate circles*

Specific task	Performance Indicators
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Provide content for Christian publications through press releases, articles, radio

Material appearing in Christian and other publications

Relate to enquirers from the website

Support for, and growing reputation of, FiS

Ensure that FiS web presence and social networking links are current and fresh

Responses and engagement through web site and other media

Person Specification

Personal qualities

1. Commitment to Jesus Christ as Saviour and Lord, able to participate fully in informal prayer, worship activities and Bible study such as are practised by p/g groups, and to lead small groups in such activities
2. Ability to work alongside others and in a small team, both under leadership and as leader.
3. Ability to enthuse, motivate and mentor
4. Ability to travel throughout (the north of) the UK
5. Willingness to be away from home on some weekends
6. Understanding of Christian Scripture and the ability to relate it to the scholarly task
7. Ability to relate well to people of all ages, cultures and nationalities
8. Some theological / philosophical background training or private study
9. Gifting in Christian discernment and pastoral sensitivity

Professional qualities

1. Strong commitment to the aims and goals of WYSOCS, the Charity that runs Faith-in-Scholarship, and a desire to help it achieve them.
2. A postgraduate qualification (preferably PhD)
3. Strategic thinking ability, to develop plans and manage their implementation
4. Familiarity with Office applications including Access, Excel, Word and Outlook
5. Good telephone manner and communication skills with a wide range of people
6. Attention to detail and accuracy, with proven organisational skills
7. Ability to manage time effectively, work to deadlines and prioritise workloads
8. Knowledge and experience of the UK university and church scenes