ST HILD

Centre for Baptist Ministry Administrator Recruitment Pack








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Contents

Introduction from Director of Operations _____ 3

Vision, Values and Strategic Plan _____ 4

Organisation Chart _____ 5

Job description and Person Specification _____ 6

How to apply _____ 10

An introduction from the Director of Operations

Thank you for your interest in this job opportunity, which is for a Centre Administrator to be part of supporting the work of the college in our Centre for Baptist Ministry as part of the Operations Team.

St Hild College is a pioneering learning community through which God calls, forms and equips people to serve the kingdom, plant and grow churches, and bless their neighbourhoods. Formed in 2017 from the merged Yorkshire Ministry Course and St Barnabas Theological Centre in Sheffield, the College currently has over 250 students across its Sheffield, Mirfield, Lincoln and Online study centres. We also have a Centre for Church Planting and a Centre for Baptist Ministry, who focus specifically on those areas. St Hild serves the Anglican dioceses of York, Leeds, Sheffield, Lincoln and the surrounding region by providing full-time and part-time ordination training, offers formation for Baptist ministers in partnership with the Yorkshire and East Midlands Baptist Associations and delivers independent programmes of study. Through our membership of the Yorkshire Theological Education Partnership (YTEP), St Hild is approved to offer undergraduate, graduate and postgraduate courses validated by Durham University under the Church of England's 'Common Awards' programmes.

The Centre for Baptist Ministry (CBM) is a newer centre, launched in September 2024 as a member of the Baptist Union of Great Britain and allowing us to offer accreditation and training for Baptist Ministers. It also seeks to serve our partner Baptist Associations in developing and resourcing leaders and equipping church members for ministry and mission. The CBM has a Director (Nick Allan) and a Formation Lead as well as a number of Associate Staff members. We are recruiting for a Centre Administrator to support their work and the centre's administrative and organisational needs.

As Director of Operations, I will line manage the Centre Administrator and they will work closely with other members of the Operations Team as well as other staff members in the CBM. They will need to be able to travel to our Sheffield centre easily, although a good deal of home working is possible. As a dispersed team, we do a lot of our co-working online and will need a team member who is comfortable with this.

We are looking for a team member who can take initiative to get new projects up and running as well as tend to ongoing administrative and communication tasks. The role will be varied and flexible, shaped around the current and future needs of the CBM as well as the skills and experience of the person appointed. As we seek the right new colleague for our team, we are open to candidates with a range of work experience and particularly encourage applications from under-represented and marginalised communities.

We look forward to hearing from you.
Pip Martin
Director of Operations

St Hild College - Vision, Values and Strategic Plans

St Hild has built a reputation as a college on the move. In 2013 just over 50 people were studying at our predecessors, SBTC and YMC; this figure has now risen to over 250, plus those being equipped through our Centre for Church Planting. A strong sense of our vision and values has been crucial to these developments.

The following was developed by our staff team and endorsed by St Hild Council as a way of capturing who we are:

Our vision is adventurous and Christ-like formation for the renewal of the church and the transformation of communities.

Our values are to be prayerful, collaborative, courageous and pioneering.

Our September 2025 ambition is

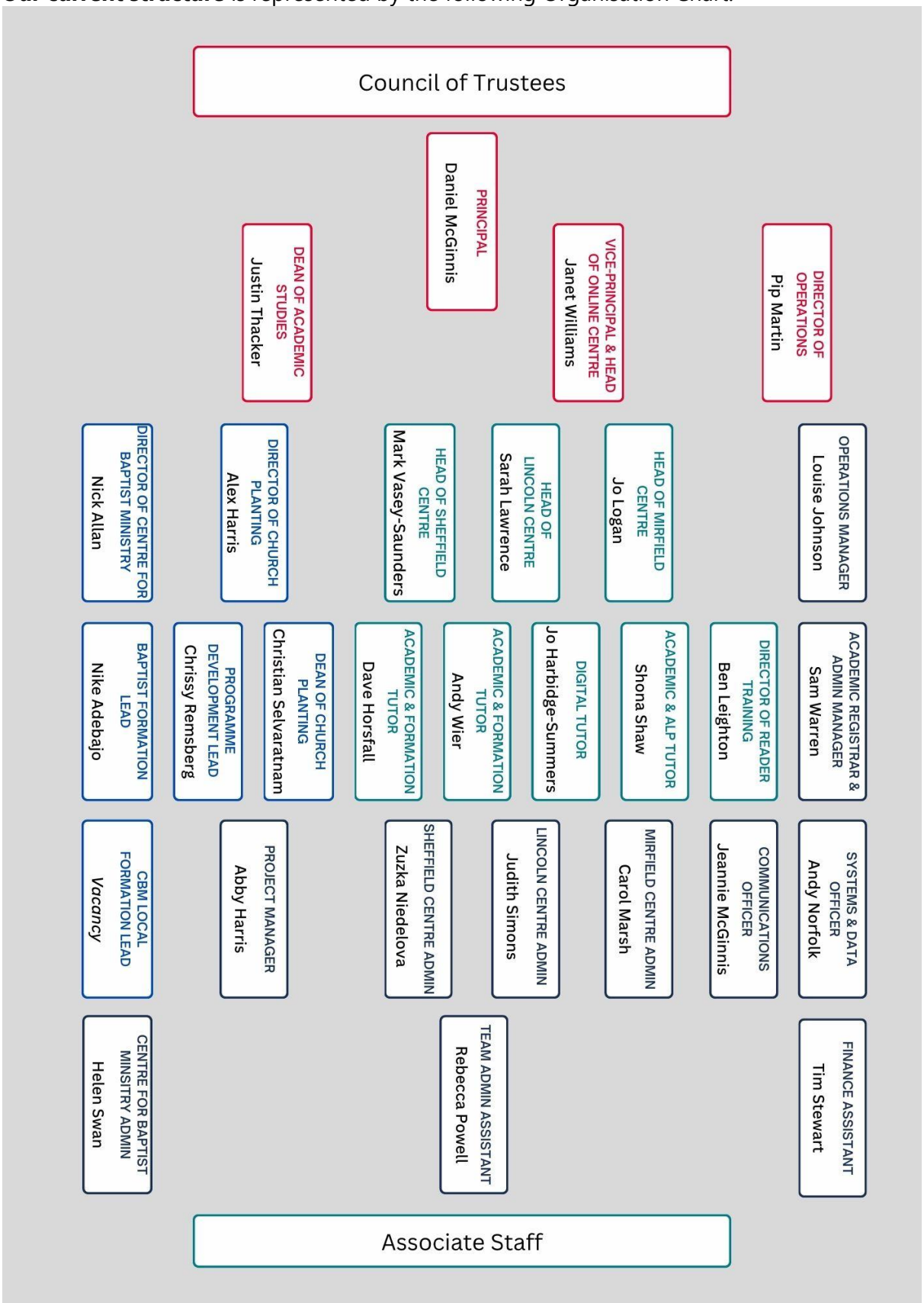
- To reach new people:
  - Increased Centre membership and Centre for Church Planting engagement
  - Increased student diversity
  - Wider recruitment reach

- With better training:
  - New Seedbed lay training programmes, including a discernment year pathway
  - Office for Students registration
  - Restructure our Baptist provision for mission, planting and growth
  - New partnerships to increase access to authorised training
  - Maintain student satisfaction
  - Develop a doctoral research programme

- Have a greater impact through:
  - Thought leadership through staff publications and raising student voices
  - Distinctive contribution to church life and strategy
  - Collaboration with others: northern colleges, Asbury Seminary, etc
  - Improved alumni relations

- On a sustainable budget
  - Eliminate structural deficit by 2025-26
  - Review our processes for ethical financial stewardship
  - Reduce our carbon footprint to 50 tonnes (including reductions and sustainable offsetting)

Our current structure is represented by the following Organisation Chart:



St Hild Centre for Baptist Ministry Administrator

Purpose of role:

- To facilitate the smooth and effective running of the Centre for Baptist Ministry through a range of administrative and digital activities
- To contribute to good working relationships and communication with students and external contacts
- To support the work of the CBM Director and Baptist Formation Lead administratively, including diary management
- To be part of the wider Operations team and to work collaboratively and flexibly to support the needs of the organisation.

Key Responsibility Areas:

1. **General Administration**
    a. Provide administrative support and assistance to the Director and Formation Lead, including diary management
    b. Contribute to administration of the Centre budget and provide simple financial updates periodically
    c. Monitor and process invoices and expenses related to the CBM
    d. Organise meetings and take minutes
    e. Organise internal and external events and courses
    f. Support CBM staff team in delivery of specific projects, including those of the Learning Formation Lead and Discipleship School.
    g. Work with Director to plan and implement new projects

2. **Student support, liaison & recruitment**
    a. Build trusting and supportive relationships with students.
    b. Be a primary point of access for student matters and have regular communication with students.
    c. Liaise with prospective students and assist the organisation and follow-up for college Open Days, including sending offer letters.
    d. Create and edit course handbooks and documents
    e. Administration and monitoring of student course fees and other correspondence.
    f. Liaise with other Centre Admins to ensure academic administration for CBM students is happening effectively and efficiently

3. **Communications & Marketing**
    a. Design and produce written, photographic and video content for the website, digital newsletters, print publications and social networking sites, liaising with external contacts where relevant.
    b. Support the CBM director in crafting and editing communication pieces, for both internal and external and external audiences
    c. Build relationships with external partners, providing information and answering queries on email, by phone and in person.

d. Market research
e. Develop & maintain a database of contacts and leads

4. Staff team membership

a. Additional college-wide administrative and digital activities where relevant.
b. Membership of the Operations Team.
c. Supportive and constructive membership of the St Hild College staff team. This includes assisting and collaborating in other areas to help the team with college-wide priorities and cover for staff absence.

Time allowance: 0.4 FTE (15 hours per week)
We are likely to have another similar vacancy at St Hild sometime in 2027 so please let us know if you would be interested in a higher FTE in future.

Length of contract: Permanent

Location: Based at our Sheffield office with some home working by arrangement and travel to Mirfield for occasional meetings. Home-based working requires a good broadband connection.

Indicative availability: Mondays and Wednesdays during normal working hours. Other days/patterns by agreement. Occasional evening or weekend work by prior arrangement, this could include CBM summer residential.
Presence at most of: Weekly staff prayers (Weds 9:30am, online); monthly CBM Formation Days (Weds in Sheffield 8.45am-4.30pm) staff meetings & lunches (half-termly on Weds, Mirfield); annual staff residential (2 nights away, usually in July).

Salary and benefits: £26,300-28,300 annual salary depending on experience (pro-rated to £10,520-£11,320) plus all relevant travel expenses, provision of IT equipment or allowance, home working allowance, and ongoing professional development and training.

Pension: St Hild will pay a contribution of 10% of salary to the Church Workers Pension Fund for a lay person, or the amount indicated by the Lichfield scale to the Clergy Pension Scheme for an ordained person. Staff can make additional voluntary contributions via payroll and may request their pension be paid into a scheme of their choosing.

Annual Leave: 10 days paid holiday in a calendar year, plus a pro-rated allowance for statutory public holidays. Also time off in lieu for additional work by agreement.

Professional development: St Hild encourages staff to pursue further professional development through further qualifications, mentoring and leadership development programmes, as appropriate.

Role Support: Line management will be provided by the Director of Operations, Pip Martin, in liaison with the CBM Director, Nick Allan and Academic Registrar, Sam Warren. Collaboration and support for the role will come through the Operations Team

Start date: As soon as possible, to be confirmed with the successful candidate.

Person Specification

Quality	Essential	Desirable
Personal qualities	Able to work to a consistently high standard with great attention to detail Good interpersonal and team skills; able to build and maintain healthy working relationships with staff and students Capacity to be flexible when required Deep sympathy with the vision, aims and Christian basis and ethos of St Hild College. *There is an occupational requirement for the post holder to have a committed Christian faith (Schedule 9 of the Equality Act 2010).*	
Previous experience	Good experience of work in administration Experience of preparing content for websites and social media platforms	Experience of work in education Experience of working with a virtual learning environment, such as Moodle Experience of working with churches, particularly Baptists
Knowledge and understanding	Excellent administrative skills Excellent communication skills	Good educational record
IT/Admin skills	Highly comfortable in the use of digital and cloud-based systems Good experience of the use of Microsoft suite, especially Excel Good experience of working with IT applications Good experience of design and communication programmes, such as Mailchimp and Canva	Experience of database applications Experience of web design platforms such as Wordpress or Squarespace

How to apply

For an informal, confidential conversation before applying or if you have any queries about the application process, please contact our Director of Operations, Pip Martin, on pip.martin@sthild.org

To apply, please send a **copy of your CV** as well as a **covering letter** (of no more than two pages) detailing how you meet the requirements of the role. This should be sent to **jobs@sthild.org**

Please include details of **two references** who can comment on your professional ability. One must be your most recent employer. We will only take up references for candidates invited to interview.

Applications will be acknowledged and you will be invited to complete an equal opportunities monitoring form (responses are anonymous).

Any offers of employment will be subject to you completing our safer recruitment checks, including taking up references and DBS checks.

Closing date for applications: Sunday 29th November 2026, by 5pm.
Interview date and location: Afternoon of Wednesday 9th or Thursday 10th December 2026, in Sheffield. (Please indicate when submitting your application if you are unable to make these dates)