

## **COURSE COORDINATOR**

### **Job Description**

Reporting to:	Course Director
Salary:	£27,929 - £31,411 (pro rata) per annum depending on qualifications and experience
Contract:	Three years fixed term in first instance
Hours:	Up to 0.6 FTE (22.5 hours per week) in the first instance
Holiday entitlement:	25 days annual leave plus 8 public holidays (pro rata)
Location:	Faraday Institute, Madingley Road, Cambridge CB3 0UB

#### **Who we are:**

The Faraday Institute for Science and Religion is a Cambridge-based interdisciplinary research institute improving public understanding of science and religion. Its main focus is on the relationship between science and the Christian faith, but it also engages with those of any faith or none.

#### **Job Description:**

The Course Coordinator is a new post to support our expanding program of courses. The primary responsibility will be to work closely with the Director of Studies for Tutorial Courses, supporting 1-semester and 1-year programs for students from around the world, including Hong Kong, the USA and Europe. The Course Coordinator will ensure the efficient planning, organization, communication and delivery of the tutorial courses, including liaising with students, external tutors and Faraday Institute staff. Working as part of the Faraday team, the post holder will also support the general activities of the Faraday Institute, which may include producing publicity materials and helping run seminars, lectures, short courses and other events.

The Course Coordinator is expected on occasion to attend events taking place on evenings and weekends, for which time off in lieu will be given.

#### **What we ask:**

##### **Essential**

- An undergraduate degree in a discipline relevant to the work of the Faraday (e.g. Science, Theology or Philosophy).
- Exceptional organisational skills and attention to detail.
- Ability to prioritise and be proactive, acting on own initiative where needed.
- Excellent inter-personal skills.

- Ability to mentor and support students.
- Team player with excellent communication skills in English, both oral and written.
- Excellent IT skills with knowledge of online event and communication platforms e.g. Zoom, Microsoft Teams.
- Experience of working in a higher educational setting.
- Experience of planning and managing courses and/or events in a higher education setting.
- Experience of using design software.
- Experience in creating and resourcing VLE/Moodle platforms.
- Experience of uploading online website content.
- Experience of filming and/or video editing software.
- The applicant will be in agreement with the Christian ethos and aims of the Faraday Institute and is expected to take a full part in the Institute's activities.
- Right to work in United Kingdom. Anyone without the right to work will not be considered for this role.

#### Desirable

- Postgraduate degree in a relevant discipline.
- Experience of working within the Cambridge Theological Federation.
- Experience of the educational landscape in one or more countries besides the UK.

For more information on this role, and a full job description, please visit our website at [faraday.institute/vacancies](https://faraday.institute/vacancies). For queries, contact [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk).

Applications to be sent to [admin@faraday.cam.ac.uk](mailto:admin@faraday.cam.ac.uk) and should include a CV naming two referees, together with a covering letter summarising the relevance of the applicant's background and experience for this position.

Applications will be accepted until Wednesday 9th November 2022. We expect to interview soon afterwards.

[www.faraday.cam.ac.uk](https://www.faraday.cam.ac.uk)