



Thank you for your interest in this exciting position of **Director of Studies** at the AoG Bible College.

We hope this pack will give you everything you need to inform you and help you make a decision whether this is the right role (and organisation) for you.

In this application pack, you will find more info on the:

- AoG Vision
- Job Description
- Person Specification
- Summary of the main terms & conditions for the role
- How to apply

AoG Incorporated (AoG) is a nationally recognised Pentecostal denomination that has been serving the people of Great Britain since 1924. There are around 500 churches and 900 ministers engaged with AoG. At the core of the AoG is a passionate desire to see God's Kingdom grow through the local church.

We are looking for a Director of Studies to lead Mattersey Hall, the AoG Bible College, at what is a very exciting time for the College and for the movement.

We hope this pack gives you what you need to decide on your next step, if however you would like an informal discussion about any aspects of the role or if you have any questions about this pack, please contact hr@aog.org.uk.

We look forward to hearing from you!

AoG Vision

Our National Leader, Ps Glyn Barrett set out his vision for AoG as a movement in 2019. He looked at where we have been as a movement, where we are now and where God is taking us.

Below is a brief summary of the vision, along with a visual for the Future:

PAST

- ★ Re-discovering our Pentecostal roots
- ★ An honour culture for our older ministers



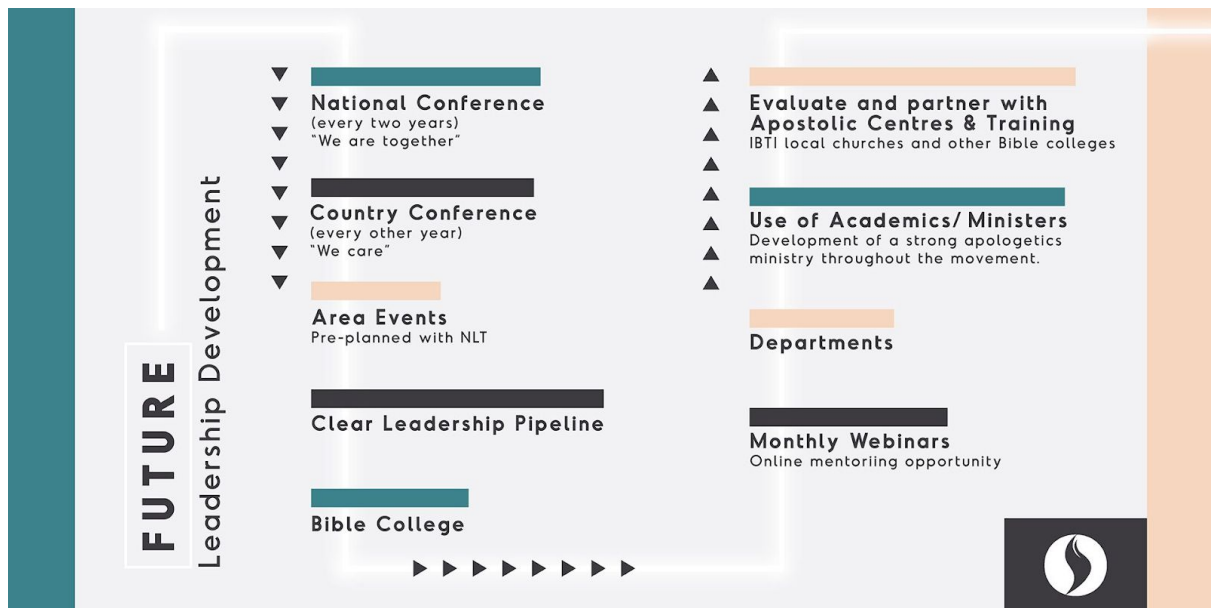
PRESENT

- ★ Church growth over the decades
- ★ Instigation of a Health Check
- ★ Re-evaluate where we are

FUTURE

Focus on:

- ★ Leadership Development
- ★ Church health
- ★ Mission



[Click here](#) to read more about what we believe as a movement.

Job Description
Director of Studies

Purpose

To lead, promote, build and develop the AoG Bible College, ensuring that the culture of AoG is reflected in everything that is done.

Key Tasks and Responsibilities



1. Day-to-day leadership of the College
2. Promote & market the College throughout the UK (this will involve nationwide travel)
3. Proactively recruit students from across the UK to enrol on College programmes (this will involve nationwide travel)
4. Teach experience-appropriate modules in both Under & Post Grad programmes
5. Work closely with the AoG Leadership Development Director, the General Manager and Board of Governors to determine the overarching leadership and direction of the College, including ensuring that courses are future proofed
6. Responsible for the accurate and timely reporting to the Office For Students, Chester University and other appropriate bodies
7. Responsible for the care and monitoring of students, ensuring that during their time at the College they have every opportunity to fulfill their potential
8. Manage and develop the College staff team, identifying and recruiting additional staffing roles as appropriate
9. To raise both the academic & leadership standards of the College
10. To manage the month-to-month College operation within the agreed budget
11. Ensure the provision and delivery of the College programme at the AoG National Leadership Centre
12. Work collaboratively alongside AoG colleagues on various tasks and project work as and when required
13. Comply with all AoG policies and procedures, including ensuring AoG records and correspondence are held in accordance with AoG's Data Protection Policy

Financial Authorities

As required, adhere to a set annual budget, ensuring stringent financial controls are kept and AoG processes strictly followed. All expenditure must be within budget and approved by the relevant manager / director.

Reporting Line

Responsible to: Leadership Development Director

Responsible for: College Teaching & Admin Staff



Person Specification Director of Studies

	CRITERIA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Masters in Theology or Leadership AoG Ministerial Status 	X	X
Skills, Abilities, Knowledge	<ul style="list-style-type: none"> Strong written and verbal communication skills Ability to communicate effectively at all levels; good rapport with people of all ages and backgrounds Computer literate and proficient in Google Drive & use of Google Docs/Sheets/Forms/Mail Strong organisational and administrative skills Ability to maintain high levels of confidentiality at all times Has a full UK driving licence with access to transport Understands the Leadership Development pipeline process and how the College fits in with this Proven ability to successfully promote and market an offering Ability to think wider than the College and work across AoG Ability to educate leaders to excellent academic standard Awareness of the AoG movement, how it is structured, the vision, values, culture and beliefs 	X X X X X X X X	 X X
Experience relevant to the role	<ul style="list-style-type: none"> Previous experience in Teaching and Senior Leadership roles Proven people management experience Previous experience of working within a Christian College context 	X X	 X



	<ul style="list-style-type: none"> • Currently an active Church Leader 		X
Personal Qualities	<ul style="list-style-type: none"> • Clear Ephesians 4 gift of being a Teacher • Approachable • Proactive • Comfortable working alone as well as in a team • Flexible and adaptable • Committed to ongoing learning • Comfortable working in a Christian organisation, including being fully committed to attending regular team prayer meetings, having in-depth discussions with leaders, colleagues and students about Christian faith-related issues and challenges 	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>	
Commitment to Vision, Values and Beliefs of AoG	<p>Due to the nature of this role and the level of regular interaction with Christian leaders and students on behalf of AoG, we believe that this post is subject to an occupational requirement that the holder be a practicing Christian under Part 1 of schedule 9 to the Equality Act 2010.</p>		
<p>The role holder will need to have an Enhanced-level DBS and provide two satisfactory references</p>			



Summary of the Main Terms and Conditions for the Role

Job title	Director of Studies
Duration of role	Permanent
Probationary Period	Six months
Ideal start date	As soon as possible
Location	To be confirmed, please see the advert for more information
Hours & days of work (per week)	17.5 hours per week, over 2.5 days
Salary (per annum)	To be confirmed
Annual leave entitlement	Holiday year: 1st July - 30th June 33 days per year (inclusive of Bank Holidays) for full-time employees, this is pro-rated for part-time employees
Pension	Yes
Required checks (e.g. DBS, References, Right to Work)	2 references Right to work in the UK Enhanced DBS

How to Apply

Please send a completed AoG application form to:

hr@aog.org.uk

Closing date for applications: Monday 12th October 2020

Anticipated interview date(s): Thursday 15th / Friday 16th October 2020