

Cambridge Centre for Christianity Worldwide

Job Advertisement: Academic Coordinator

Organisation Name: Cambridge Centre for Christianity Worldwide

Address: Westminster College, Madingley Rd, Cambridge CB3 0AA

Website: www.cccw.cam.ac.uk

Description of organisation: The Cambridge Centre for Christianity Worldwide is based in Westminster College and is the operating name of the Henry Martyn Trust (HMT). Since 1881, the Trust has been promoting the study of, and engagement in, mission and the church worldwide. The Centre is a full member of the Cambridge Theological Federation (CTF). The Centre's charitable objectives are: to advance the Christian faith, and to advance education in the Christian faith for the benefit of the public, and to promote the understanding of, and engagement with, Christian mission and world Christianity, in particular but not exclusively, in the universities of Cambridge.

Main Recruitment Contact Mrs Rachel Simonson
centre@cccw.cam.ac.uk
01223 330640

Vacancy Details

Job Title: Academic Coordinator

Vacancy description: The Cambridge Centre for Christianity Worldwide (CCCW) is looking for a creative and well-organised individual to join our team as Academic Coordinator to work in

- Coordinating CCCW students recruitment and associated processes in the Cambridge Theological Federation.
- Coordinating student welfare, teaching and supervision.
- Coordinating our termly research seminars and biennial Henry Martyn Lecturers series in the Faculty of Divinity, University of Cambridge
- Supporting, together with the Director and the Trustees, the Centre's strategic planning and implementation.
- Coordinating recruiting CCCW Research Associates and organising occasional work-in-progress seminars by them.
- Maintaining and updating the CCCW website and its social media presence.
- Coordinating with other CCCW Staff and performing other related duties that may arise.
- Assisting the Director in teaching and supervision.

Vacancy Details

Vacancy type: Part-time, One year fixed term contract in the first instance

Number of positions: 1

Hours: 18 hours per week

Start Date: 01/09/2022

Location: CCCW, Westminster College, Madingley Rd, Cambridge CB3 0AA

Further Details: Closing date for applications is **Friday 27th May 2022**.
Interviews in Cambridge during the week beginning 13th June.
This position begins on or after September 1, 2022.

Person Specification: S/he will have excellent inter-personal relations skills, and a genuine interest in the work of CCCW. Knowledge of the workings of the University of Cambridge and the Cambridge Theological Federation is helpful, but not essential.

S/he will have a PhD or equivalent degree in any disciplines in Theology.

S/he will be able to work closely and collaboratively with colleagues at the CCCW and the Trustees of the Henry Martyn Trust.

S/he will be capable and adept with modern technology and social media. Experience of website maintenance is desirable.

S/he will display initiative and independent working, seeking new opportunities and research projects. Experience in managing income/expenses is desirable.

S/he will have pastoral sensitivity and strong pastoral skills to support and motivate students.

Application method: A complete application consists of a cover letter, CV, and two names of referees sent directly to the Centre. Application material should be emailed to Mrs Rachel Simonson at centre@cccw.cam.ac.uk or posted to the Cambridge Centre for Christianity Worldwide, Westminster College, Madingley Road, Cambridge, CB3 0AA.
Telephone for enquiries: 01223 330640.