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| **University of St Andrews****School of Divinity****Grant Operations Assistant – CG1750MR** **Further Particulars for Applicants**  |

**The projects**

The **St Andrews Encyclopaedia of Theology** is a nascent open-access resource, covering the theology of major religious traditions from an emic perspective. Led by Principal Editor Brendan Wolfe with the support of leading scholars as Senior Editors, and funded by the John Templeton Foundation, the project is developing an analogue for theology of the Stanford Encyclopedia of Philosophy.

The project began with Christian theology in 2018. In August 2021, it began expansion to Islam and Judaism and in 2022 it began expansion to Buddhism and Hinduism.

**Widening Horizons in Philosophical Theology** project is a five-year project to advance philosophical theology in the broadly continental tradition.

**Art as Revelation** is a project to be launched in Summer 2022. It is a multi-year effort undertaking research in aesthetic cognition.

**The Post**

The successful applicant will work as a Grant Operations Assistant to assist project staff with planning and organisation for the three above-noted projects. This administrative role will require excellent literacy, numeracy, administrative and communication skills. Successful applicants will be able to organise their workload independently, prioritise tasks, and proactively engage with contributors and project staff to fulfil the requirements of the role. Applicants who are able to do work in finance at a high level or contribute to grant writing may be able to hold this role at a higher spine point.

Residence within commutable distance of St Andrews will be required.

**The job description for this role is attached below.**

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| **Job Description** |

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| Job Title: Grant Operations Assistant School/Unit: School of DivinityReporting to: Dr Brendan Wolfe, Principal EditorResponsible for: n/aJob Family: Managerial, Specialist & Administrative Duration of Post: Fixed term until 31 May 2024  | Working Hours: Full-time/36.25 hours per week Grade/Salary Range: £23,487 - £25,627 per annum Reference No: CG1750MRStart Date: As soon as possible |

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| **Main Purpose of Role** |

The post is fixed term as it is dependent on external funding

The post holder will provide a diverse array of operational administrative assistance across a range of grant-funded projects in the School of Divinity, including the St Andrews Encyclopaedia of Theology, Widening Horizons in Philosophical Theology, and Art as Revelation. The post holder will work primarily under the direction of the Principal Editor of the St Andrews Encyclopaedia of Theology.

Of particular note, it is hoped the post holder will play a leading role in administration of finances and the preparation of future grant funding applications for the noted grants. Therefore applicants who are able to do work in finance at a high level or contribute to grant writing may be able to hold this role at a higher spine point.

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| **Key Duties and Responsibilities** |

**General Duties**

1. Provide administrative support and advice on internal administrative processes to the Principal Editor and other grant staff
2. Work regularly with University administrative systems, especially including Aptos, QlikView, and NSE, and also potentially including Syllabus+ and SITs

**Communications and Event Coordination**

1. Proactively communicate with staff in support of this role
2. Independently monitor grant email accounts
3. Act as a first point of contact for grant contributors and communicate with them as required
4. Take minutes at grant meetings
5. Oversee and manage project production and budget databases, including Airtable

**Organisation and Management**

1. Collaborate with other administrators in the School of Divinity and in other units including especially ACE and FAS as required by the role and at the direction of the Principal Editor
2. Provide induction to research-related and administrative project staff including co-ordination of grant team space allocation and arrival support, as well as training in administrative processes
3. Organise and coordinate grant meetings as instructed
4. Manage administrative processes across the grants including building and estates requests in grant offices, processing staff expenses, holiday/sickness absence processes, and travel and overseas risk assessment and insurance
5. Organise travel and accommodation for grant guests, proactively identifying whether to direct this through DP&L or non-staff expenses in communication with guests
6. Remain informed on University processes such as procurement policy and lead improvement activities related to these processes and those described above

**Finance and Grant Administration**

1. Manage day-to-day financial arrangements for grants
2. Work with the Principal Editor and FAS to produce accurate expenditure responsibility reports on a proactive timeline leading up to report due dates
3. Answer queries from grant staff on current state of grant finances
4. Proactively monitor monthly grant spending and reports in order to stay within allotted budget, including maintaining a long-term perspective on costs and generating predictive spending reports based on organised or planned events
5. Update grant balance and cost codes on FAS financial reports, mapping to each grant’s budget line schematic, on a monthly basis
6. Act as signatory for grant staff expense claims up to £5000
7. Arrange and organise payment of honoraria to grant contributors
8. Arrange and monitor reimbursement for research and travel funding for grant staff

**Grant Writing**

1. Work within a team to prepare grant applications for large and small funders
2. Work with the Principal Editor and FAS on projected and preliminary costings for grants
3. Actively engage with identifying potential funders individually and as part of a team
4. Research and disseminate information on potential funders to appropriate members of the team and communicate these discussions to the Principal Editor
5. Contribute to preparation of job descriptions for roles as they arise from acquired funding

*Please note that this job description is not exhaustive, and the role holder may be required to undertake other relevant duties commensurate with the grading of the post. Activities may be subject to amendment over time as the role develops and/or priorities and requirements evolve*.

Further information and informal enquiries may be directed to Sterling Yates, email: encyclopaedia@st-andrews.ac.uk or Rebekah Dyer, email: rebekah.dyer@st-andrews.ac.uk.

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| **Person Specification**  |

This section details the attributes e.g. skills, knowledge/qualifications and competencies which are required in order to undertake the full remit of this post.

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| **Attributes**  | **Essential** | **Desirable**  | **Means of Assessment**(i.e. application form, interview, test, presentation etc) |
| Education & Qualifications (*technical, professional, academic qualifications and training required)*  | HND-level education or equivalent experience | Higher English/INT2Higher Maths/INT2 | Certificates, relevant employment evidence, application |
| Experience & Knowledge(*examples of specific experience and knowledge sought*)  | Recent administrative experienceDemonstrable organisational skills, self-motivated | Recent administrative experience in higher educationFamiliarity with grant-funded research projects and fundersExperience writing grant applicationsExperience preparing and monitoring budgetsFamiliarity with the study of theology in higher education | Application form, interview |
| Competencies & Skills(*e.g. effective communication skills, initiative, flexibility, leadership etc*)  | Excellent proficiency in use of email and OutlookHighly competent in using Microsoft Office, including ExcelExcellent communication and inter-personal skills, both written and oralProven ability to work independently and in a team, and to organise and prioritise own workload | Familiarity with AirtableFamiliarity with grant finance administrationWorking knowledge of research grant procedures | Application form, interview |
| Other Attributes/Abilities (if applicable)  | Helpful and professional mannerAttention to detailAdvanced letter writing skills |   | Application form, interview |

**Essential Criteria** – requirements without which a candidate would not be able to undertake the full remit of the role. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the short listing stage.

**Desirable Criteria** – requirements which would be useful for the candidate to hold. When short listing, these criteria will be considered when more than one applicant meets the essential requirements.

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| **Other Information**  |

We encourage applicants to apply online at [www.vacancies.st-andrews.ac.uk/welcome.aspx](http://www.vacancies.st-andrews.ac.uk/welcome.aspx), however if you are unable to do this, please call +44 (0)1334 462571 for a paper application form.

For all applications, please quote ref: CG1750MR

In accordance with the new immigration rules, it is with regret that this role does not meet the current suitability requirements set by the UKVI to enable sponsorship of migrant workers.The University encourages all interested candidates to apply regardless of nationality and all applications received are assessed against the essential and desirable criteria listed in the further particulars.  The successful candidate will have to demonstrate their right to work in the UK prior to commencing employment and where required, obtain the right to work in the UK without relying on University sponsorship.  Information on other visa options is available at [https://www.gov.uk/check-uk-visa](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Fcheck-uk-visa&data=04%7C01%7Csg43%40st-andrews.ac.uk%7Cafac7322058645cedc6808da12632e01%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637842514422631093%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=kM%2F3JwneeNydEuqzYCOGR8Av87sjhFySRETnsBd8Rb8%3D&reserved=0) or by contacting our HR Immigration Team on hrimmigration@st-andrews.ac.uk.

Equality, diversity and inclusion are at the heart of the St Andrews experience. We strive to create a fair and inclusive culture demonstrated through our commitment to diversity awards (Athena Swan, Carer Positive, LGBT Charter, Race Charters and Stonewall). We celebrate diversity by promoting profiles of BAME, LGBTIQ+ staff and supporting networks including the Staff BAME Network; Staff with Disabilities Network; Staff LGBTIQ+ Network; and the Staff Parents & Carers Network. Full details available online: <https://www.st-andrews.ac.uk/hr/edi/>

The University of St Andrews is a charity registered in Scotland (No SC013532).

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| **Obligations as an Employee**  |

You have a duty to carry out your work in a safe manner in order not to endanger yourself or anyone else by your acts or omissions.

You are required to comply with the University health and safety policy as it relates to your work activities, and to take appropriate action in case of an emergency.

You are required to undertake the Information Security Essentials computer-based training course and adhere to its principles alongside related University Policy and Regulations.

You are responsible for applying the University’s equality and diversity policies and principles in your own area of responsibility and in your general conduct.

You have a responsibility to promote high levels of customer care within your own area of work/activities.

You should be adaptable to change, and be willing to acquire new skills and knowledge as applicable to the needs of the role.

You may, with reasonable notice, be required to work within other Schools/Units within the University of St Andrews.

You have the responsibility to engage with the University’s environmental sustainability strategy, committing the University to reach net-zero by 2035.

You are required to engage with the technology, systems and communication channels necessary for you to undertake your work and must update your personal details via HR Self Service whenever there is a change.

Employees with staff management responsibilities must familiarize themselves with appropriate policies.

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| **Who Are We? St Andrews At a Glance**  |

The third oldest university in the English-speaking world

Ranked top UK university in the [Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)

Twice named [University of the Year](https://news.st-andrews.ac.uk/archive/st-andrews-named-university-of-the-year/)

Consistently ranked [one of the UK’s top five universities](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings) and top in Scotland in the *Complete University Guide*

Top in the UK for [student satisfaction](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/)

Research-intensive – ranked 3rd in Scotland and 28th in the UK in [UK Research Excellence Framework](https://www.ref.ac.uk/)

Athena SWAN [Bronze Award holder](https://news.st-andrews.ac.uk/archive/athena-swan-awards/)

[Strategy](https://www.st-andrews.ac.uk/about/governance/university-strategy/) founded on ambition to be World-Leading, Diverse, Global, Entrepreneurial and Socially Responsible

Committed to sustainability and [aiming for Net Zero by 2035](https://www.st-andrews.ac.uk/sustainability/)

More than 9000 students and 3000 staff

Highly international – more than 45% of students and staff are from outwith the UK

A non-campus university, closely integrated with the ancient town of St Andrews

Top quality [sports](https://www.st-andrews.ac.uk/sport/), [music](https://www.st-andrews.ac.uk/music/) and [nursery](https://www.st-andrews.ac.uk/hr/edi/carers/childcare/nurseries/) facilities for staff and students

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| **The University & Town**  |

Founded in the early 15th century, St Andrews is Scotland’s first university and one of the oldest in the world.

Situated on the east coast of Scotland and framed by countryside, beaches and cliffs, [the town of St Andrews](https://en.wikipedia.org/wiki/St_Andrews) was once the centre of the nation’s political and religious life. Today, it’s a vibrant academic town with a distinctively cosmopolitan feel where students and university staff account for more than half of the local population.

The University of St Andrews is a diverse and international community of almost 13,000 students and staff, typically of more than 140 nationalities. It has more than 10,000 students, just over 8000 of them undergraduates, and employs approximately 3000 staff, made up of c1350 in the academic job families and c1650 in the non-academic job families.

Under the leadership of current [Principal Professor Sally Mapstone](https://www.st-andrews.ac.uk/about/governance/key-officials/principal/), the University’s [Strategy (2018-23)](https://www.st-andrews.ac.uk/about/governance/university-strategy/) is to broaden its global influence, become more diverse and consolidate its current position as the top UK university ([Times and Sunday Times Good University Guide 2022](https://news.st-andrews.ac.uk/archive/top-of-the-class/)).

The Strategy sets out the University’s ambitions to grow its international profile, champion diversity and inclusivity, expand its portfolio of world-leading research, develop stronger links with industry, and embed a culture of entrepreneurship among students and staff.

St Andrews has placed social responsibility at the heart of the Strategy, with a pledge to manage growth in student numbers, foster a growing culture of sustainability, and pursue a research and teaching agenda for the wider public good.

The University is one of Europe’s most research-intensive seats of learning. In the [Research Excellence Framework (REF 2021](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.ref.ac.uk%2F&data=05%7C01%7Csc350%40st-andrews.ac.uk%7C49aceb5f63c240c926ff08da4862842c%7Cf85626cb0da849d3aa5864ef678ef01a%7C0%7C0%7C637901885197306115%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=jhSn5A9k8jI8xV2A9dKVyyvOmE88Q37jibV8gR%2B14SQ%3D&reserved=0)) more than 88% of research carried out by the University of St Andrews is world-leading or internationally excellent. REF found that the overall quality of research at St Andrews had increased by 5.7% since the last assessment exercise in 2014.

St Andrews was ranked the top university in the UK in [The Times and Sunday Times Good University Guide 2022](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn): this is the first time in the history of the Guide, and UK university league tables in general, that a university other than Oxford or Cambridge has topped the rankings. St Andrews has consistently been ranked one of the UK’s top five universities in league tables compiled by [The Times and The Sunday Times](https://www.thetimes.co.uk/article/good-university-guide-in-full-tp6dzs7wn), [The Guardian](https://www.theguardian.com/education/universityguide) and the [Complete University Guide](https://www.thecompleteuniversityguide.co.uk/league-tables/rankings).

It is the third year that St Andrews has challenged the Oxbridge rankings, coming [second to Cambridge in 2020](https://news.st-andrews.ac.uk/archive/staff-and-students-help-st-andrews-to-league-table-first/) and [second to Oxford in 2021](https://news.st-andrews.ac.uk/archive/university-challenged-st-andrews-breaks-oxbridge/). It has frequently been rated the leading university in Scotland for [teaching quality and academic experience](https://news.st-andrews.ac.uk/archive/st-andrews-scoops-top-teaching-award/), and in the [National Student Survey 2021](https://news.st-andrews.ac.uk/archive/st-andrews-top-for-student-experience-2/) was the leading mainstream UK university for student satisfaction for the thirteenth year in a row.

In international and world rankings the University of St Andrews scores highly for teaching quality, research, international outlook and citations. It is a World Top 100 institution in the [QS World University Rankings 2022](https://www.topuniversities.com/university-rankings/world-university-rankings/2022).

St Andrews’ reputation for teaching, research and student satisfaction make it one of the most sought-after destinations for prospective students from the UK, Europe and overseas.

The University typically averages 12 applications per place and has not offered Clearing places for more than a decade. St Andrews has highly challenging academic entry requirements to attract only the most academically potent students in the Arts, Sciences, Medicine and Divinity.

St Andrews holds an Institutional [Athena SWAN Bronze Award](https://news.st-andrews.ac.uk/archive/athena-swan-awards/). Sixteen Schools hold [Bronze Awards](https://news.st-andrews.ac.uk/archive/university-secures-gender-equality-awards/), while the Schools of Physics & Astronomy and Psychology & Neuroscience have achieved [Athena SWAN Silver Awards](https://www.st-andrews.ac.uk/hr/edi/sex_gender/athenaswansupport/), and the School of Biology holds a [Gold Award](https://biology.st-andrews.ac.uk/edi/2021/05/10/school-of-biology-receives-an-athena-swan-gold-award/).