



Belfast Bible College

**JOB DESCRIPTION:**                      **PRINCIPAL**  
**REPORTS TO:**                              **Belfast Bible College Board**

### **JOB PURPOSE**

**The role of the Principal of Belfast Bible College is, under God's guidance, to provide inspiring Christian leadership to all who work or study at the College and in relation to the following areas:**

**STRATEGIC PLANNING** – Systematically and regularly review the College's provision with a view to continuous quality improvement through a strategic development plan that is costed, implemented and reviewed.

**STUDENTS** - Through strong leadership and personal involvement in teaching ensure that students attain high levels of academic achievement and spiritual development in line with their potential and gifting, whilst receiving sound pastoral care at the College.

**STAFF** - Motivate and inspire all staff whilst overseeing their deployment to ensure the highest possible standards of provision and create an environment in which they will develop both professionally and spiritually.

**MANAGEMENT OF RESOURCES** - Oversee all operations and functions within the College, identifying and exploiting opportunities that will improve performance.

**BOARD RELATIONSHIP** - Ensure that the Board receives the information it needs to function effectively and to properly discharge its responsibilities.

**EXTERNAL LINKS** - Communicate effectively with local churches, mission agencies and other stake holding organisations at home and overseas to build effective partnerships and external relationships.

**COMPLIANCE** - Ensure that the College complies with its statutory and regulatory responsibilities.

**STRATEGIC PLANNING** - Systematically and regularly review the College's provision with a view to continuous quality improvement through a strategic development plan that is costed, implemented and reviewed.



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- Foster and maintain a clear vision for the future of the College that maintains a commitment to worldwide mission and the provision of continuous improvements that align with the College ethos of offering holistic theological education to all who seek to serve God.
- Lead the strategic planning processes within the framework set by the Board and assist/advise the Board in determination of the educational character, vision, values, and aims of the college.
- Effectively implement the strategic and operational plans agreed with the Board ensuring they are underpinned by the College's core values.
- Ensure the corporate mission and strategic direction of the college is clear, understood and embraced by staff, students, key stakeholders and the wider supporting community.
- Regularly evaluate and review the Strategic Plan ensuring quality improvements are realised, new areas/innovations considered and feed back to the Board as appropriate at regular intervals, engaging regularly with Christian and civic issues to ensure the College's wider curriculum remains pertinent to the NI context.

**STUDENTS - Through strong leadership and personal involvement in teaching create an environment where students attain high levels of academic achievement and spiritual development in line with their potential and gifting, whilst receiving sound pastoral care at the College.**

- Focus the College's efforts on continuous improvements in the quality of education, spiritual development and pastoral care.
- Through appropriate personal involvement in teaching and effective leadership of the academic staff oversee the maintenance of high teaching standards and innovative methods of learning
- Encourage students to be enthusiastically pro-active in their learning, fostering critical thinking and research skills whilst developing both personally and spiritually.
- Ensure the processes that determine the quality of curriculum development, teaching, learning and assessment are rigorous and provide a robust basis for improvement whilst meeting the requirements of quality agencies such as QAA and other accrediting bodies.

**STAFF - Motivate and inspire all staff whilst overseeing their deployment to ensure the highest possible standards of provision and create an environment in which they will develop both professionally and spiritually.**



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- Provide leadership for all staff and inspire them to perform to the highest levels of their ability whilst fostering a team spirit that encourages all to feel part of one team that delivers quality outcomes for students.
- Encourage academic staff to demonstrate the highest levels of teaching and pastoral care for their students, developing appropriate modes of teaching and learning to suit the range of students whilst nurturing both educational excellence and spiritual development.
- Ensure staff are properly qualified, making provision for their training, development, motivation and support whilst empowering them to take responsibility for their work so that decisions can be delegated to an appropriate level and quality outcomes delivered.
- Encourage all staff to play an active role in the College's promotion and student recruitment.
- Set appropriate goals throughout the organisation, with quality and performance monitored and managed regularly.
- Foster an environment of trust and openness within the College through regular staff meetings, clear two-way communication, effective annual appraisals and undertaking a consistent, programme of staff surveys that initiate positive actions as a result of the information gleaned.
- Endeavour to ensure that the spiritual, physical, employment and social environment for all staff meets the highest standards of integrity, behaviour, respect, safety and fairness.

### **MANAGEMENT OF RESOURCES - Oversee all operations and functions within the College, identifying and exploiting opportunities that will improve performance.**

- Lead and direct the Senior Management Team ensuring that Board decisions are implemented as agreed.



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- Ensure that the College's management, organisation, structures and HR processes are fit for purpose and its procedures are adhered to.
- Promote the concept of value for money and be accountable to the Board and Government Funding Agencies for the funding received by the College.
- Review and report to the Board, in conjunction with the Treasurer and Bursar, on the College's financial health through timely and suitable internal controls, budgetary control, monthly management and statutory accounts.
- Review in conjunction with the Operations manager the physical assets of the College ensuring that they are maintained in good condition and replaced when appropriate.

### **BOARD RELATIONSHIP - Ensure that the Board receives the information it needs to function effectively and to properly discharge its responsibilities.**

- Be accountable to the Board for all aspects of College operations and support.
- Co-ordinate and oversee each function of the Senior Management Team to ensure that the Board is provided with timely, accurate and relevant information, through both written and verbal reporting.
- Ensure that the Board is made aware of issues that might affect the good standing of the College and that guidance given by the Board on such matters is implemented.
- Ensure that working relationships and communication between the Board and the Senior Management Team are both effective and appropriate.
- Undertake any other reasonable tasks at the request of the Chair.

### **EXTERNAL LINKS - Communicate effectively with local churches, mission agencies and other stake holding organisations at home and overseas to build effective partnerships and external relationships.**

- Develop and maintain close relationships with local churches, mission agencies, donors, former students and the Christian public to help ensure their needs relevant to the College are recognised and met.
- Review and proactively encourage donations support of the College both through Trusts and the Christian public and where appropriate take part in fund raising activities



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- Encourage the development of mutually supportive partnerships and alliances with past students, churches, mission agencies and the Christian public that help to support the mission of the College.
- Be an ambassador for the College and ensure it is appropriately and effectively represented at local, regional, national and international level in order to promote and safeguard its interests, reputation and influence.
- Maintain and develop the College's partnerships with other relevant accrediting institutions.

### **COMPLIANCE - Ensure that the College complies with its statutory and regulatory responsibilities.**

- Review the College's Risk Register and ensure that risks so identified are minimised and reported on regularly to the Board.
- Ensure pensions, payroll and insurance regulations are adhered to and Companies House and NI Charities Commission obligations are met.
- Ensure that the College complies with current Environmental, Health and Safety legislation.
- Comply with safeguarding, equality and diversity regulations, implementing and promoting related policies and procedures.

*Higher and Further Education are ever-changing services and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.*

*This job description will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the College.*

*The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the remuneration associated with the post.*