

## STAFFING SUMMARY

1 January 2025

		<b>34.4</b>
<b>SLT</b>		<b>5.0</b>
Principal		Stephen Currow
Vice Principal		Dan Serb
Academic Registrar / Secretary		Serena Santona
Chief Financial Officer		Abigail Wright
EA to SLT/HR/Clerk		Onicah Singo
<b>CMM</b>		<b>9.5</b>
		<b>plus 2 contractors</b>
4 Biblical Studies (including languages)		Laszlo Gallusz Ivan Milanov Eike Mueller Ivana Mendez
2 Theological Studies		Jan Barna Tihi Lazic
2 Pastoral Studies		Adrian Peck Julian Thompson
1 EGW	50%	Rory Mendez
<b>Plus contract lecturers (to be defined)</b>		
DA - Head, Course, Placement, Research, Moodle		Mylena Chiapero
<b>LIBRARY</b>		<b>2.0</b>
Librarian		Nevena Borscok
Assist Librarian/Learning Support		Olgica Milanova
Research Assistant EGW Research Centre	EGW Estate	Elizabeta Gagic
<b>ACADEMIC ADMINISTRATION</b>		<b>1.0</b>
Admissions & Records Officer		Fernanda Sciozziero
<b>FINANCIAL ADMINISTRATION/IT/RECEPTION</b>		<b>3.41</b>
Accountant/Student Finance Officer/Payroll		Gaby Kamoi
Accounts receivable/credit control/property		Vivi Derico
Accounts payable/bank reconciliations	62%	Miri Juhasz
Receptionist	79%	Helena Gallusz
IT Services	Contract	Albert Amigo
<b>COMMUNICATIONS/MARKETING/RECRUITMENT/ALUMNI DIGITAL SERVICES</b>		<b>2.93</b>
Head Communications, Marketing, Recruitment, Alumni		Lubica Mueller
Communications	52%	Felicity Broderick
Graphic Designer / Digital Marketing	50%	Alexsandra Pavlovic
Marketing Assistant	91%	Emilia Balough
<b>STUDENT SERVICES</b>		<b>1.52</b>
Life/Residential Head /Chaplain		Danilo Puskas
Student Life/Residential Assistant	52%	Hellen Diaz
<b>CAFETERIA</b>		<b>2.00</b>
Head of Food Services / Chef		Thanongkiat Poonchai
Chef		Daniel Derico
<b>CAMPUS ESTATE SERVICES</b>		<b>7.00</b>
Head Campus Estate Services		Andreas Lamberth
Carpenter		Zvonko Gregor
Engineer		Ulo Parnu
Assist Engineer		Oleksandr Pidhirniak
Cleaning		Slavka Suvajac
Grounds		Mara Omani
Events		Melisa Razum

## ROLE SUMMARY

### ADMINISTRATION

#### **Principal**

#### **Reporting to the Chair, Board of Governors**

Provide leadership across the institution - Academic/Organisational/Financial/Marketing

Implement the Strategic Plan approved by the NCHE Board of Governors

Manage Risk and oversee compliance

Oversee the maintenance of records and correspondence

Encourage scholarly activities as well as stakeholder engagement

Create a positive climate and foster staff well-being

Foster Adventist ethos across the institution

Network across the sector, including Adventist HE institutions

Retain currency with significant sector developments, including Adventist education

Report to the AGM, Board of Governors, and the TED Executive Committee (Stakeholders)

Represent and promote the institution to the constituency

Staff Management (those reports)

- Staff Development
- Performance Appraisals

Lecturing/Supervising students

Reports

- Vice Principal
- Academic Registrar
- CFO
- Head of Student Life
- Head of Schools
- Head of Marketing & Communications
- EA to SLT

#### **Vice Principal**

#### **Reporting to the Principal**

Oversee the appointment, induction, management and release of all employees

Implementing the Strategic Plan

Programme Director for OYiMS

Coordinator of the CPE programme

Lecturing/Supervising

#### **Academic Registrar**

#### **Reporting to Principal**

Leadership across the Academic aspects of the institution

Academic Policies

Academic Quality Processes

- Synthesising Institutional Academic Annual Report

Academic Office Management

- Admissions

- Records

Academic Compliance

- Oversight of Accreditation Documents
  - AAA, UWTSD, QAA, British Council, etc.

Academic Staff Management

- Staff Ranking

Academic Staff Development

- Learning, Teaching & Supervision

Oversee the development of Academic Programmes

Reports

- Admissions/Records Officer

#### **Chief Financial Officer**

#### **Reporting to Principal**

Leadership across the Financial and Operational aspects of the institution

Financial Management

- Budgets - development & management

Financial Compliance

- Financial Reporting
- Liaise with Auditors
- Financial Policies
- Operational Quality
- Non-academic Operations
  - IT
  - Plant & equipment
  - Grounds
  - Cleaning
- Staff Management
  - Staff Development
  - Performance Appraisals
- Reports
  - Finance Office Staff/Receptionist
  - IT Officer
  - Campus and Estate Manager

### **EA to SLT**

### **Reporting to Principal Liaising with SLT**

- Manage the day-to-day operation of the Administration
- Minutes of meetings - AGM, Board, Admin, Academic, Staff etc.
- Providing Administrative Support for the Senior Leadership Team
- HR day-to-day operations in conjunction with the Vice Principal
- Manage OnBoard, Atlas, etc.
- Manage regulatory requirements, including Charity Commission and Company House
- Manage the Awards Ceremony
- Manage Newbold's Annual Calendar
- Manage Salisbury Hall Room Bookings
- Respond to and resolve a wide range of queries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

### Schools

#### **Head of School**

#### **Reporting to Principal Liaising with Academic Registrar**

- Oversight of School
- Staff Management
  - Staff Development
  - Performance Appraisals
- Budget Management
  - Expense Reports
- Preparing Annual Department Report
- Reports
  - Lecturers
  - DA

#### **Head of Programmes**

#### **Reporting to Head of School Liaising with Academic Registrar**

- Oversight of Academic Programmes
  - Programme Specifications
  - Assessment patterns and schedules
- Oversight of Student Study Programmes, Progression and Completion
- Overseeing External Compliance
  - Liaising with External Examiners
  - Liaising with Academic Validation Bodies
- Driving the Programme and Exam Boards
- Preparation of Accreditation Documents
- Preparing Annual Programme Report

#### **Head of Placement (where relevant)**

#### **Reporting to Head of School Liaising with Programme Directors**

- Oversight of Placement
  - Integration into curricula
  - Allocation of students
  - Tracking completion of placement requirements

- Semester reports
  - Overseeing student expense reports
- Training of Supervisors  
Facilitating employment - especially BUC interviews  
Preparing Annual Placement Report  
Co-ordinator of Placement Committee

**Head of Research (where relevant)**

- Overseeing theses (PhDs)\*
- Overseeing dissertations (BA Hons, MA)
- Overseeing Research Seminars
- Research Training (Staff & Students)
- Preparing Annual Research Report
- Overseeing Ethics Committee (Staff & Student)
- Overseeing Newbold Academic Press

**Reporting to Head of School  
Liaising with Academic Registrar**

Reporting to Academic Board  
Reporting to Administration

**Lecturers**

- Preparing learning resources
- Lecturing students
- Providing timely formative feedback to students
- Assessing students and providing summative feedback
- Members of the relevant Programme and Exam Boards
- Engaging in scholarly activities and organisations
- Engaging with stakeholders throughout the constituency

**Reporting to Head of School  
Liaising with Programme Directors**

**Tutors**

- Supporting students throughout their learning

**Reporting to Head of School**

**Liaising with Programme Directors**

**DA to School**

- Manage the day-to-day operations of the CMM Office
- Minutes of meetings - CMM Board, Programme Boards, Exam Boards etc.
- Providing Administrative Support for the Head of School, Head of Programme, Head of Placement, Head of Research and Lecturers
- Manage School Timetable
- Manage processes throughout the student life cycle
  - module registration and enrolment on the Virtual Learning Environment (Moodle);
  - assessment related activities (ie. manage Turnitin submissions, creating examination timetables);
  - management the correspondence with the Head of Placement, Supervising Pastors and students, including, but not limited to, the recording of:
    - i. placement agreements
    - ii. monthly reports
    - iii. semester evaluations
  - Prepare documentation for the University of Wales Trinity Saint David such as:
    - i. External Examiners agreements
    - ii. Moderation Assessment forms
    - iii. Lecturer's feedback forms
    - iv. Formatting documentation according to the latest versions
    - v. Participate in meeting and exam board with UWTSD
- Respond to and resolve a wide range of queries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

**Reporting to Head of School**

**Liaising with Programme Directors, Head of Research, Lecturers**

**LIBRARY**

**Librarian**

- Managing and developing library services, including archival materials, to meet the needs of students and staff
- Develop and appropriate resource portfolio, including overseeing the acquisition and security of the resources

**Report to Academic Registrar**

- Managing metadata and search tools
- Directing collection management
- Serving as the College's Copyright Licensing Coordinator
- Staff Management
  - Staff Development
  - Performance Appraisals
- Budgeting and budget control
  - Work with the Chief Financial Officer and the Academic Board on the development of the annual library operating budget
  - Monitor the library operating budget
  - Monitor the library resource acquisitions budget and provide fund holders with monthly reports.
- Operational and strategic planning
  - Drive the Library's long-term strategic planning process, which is informed by the College's strategic direction and trends in academic library resourcing
- Preparing Annual Learning Resources Report
- Monitoring trends and developments in the field of academic library provision to ensure continual improvement of services and resources
- Reports
  - Assistant Librarian

### **Assistant Librarian**

### **Reporting to Librarian**

- Assist the Librarian in the delivery of their responsibilities as required
  - Assist the Librarian with collection editing
  - Assist the Librarian in processing library material of all categories
  - Manage copyright for the Newbold Hub / Moodle
  - Negotiate permissions with copyright holders
- Attend to library user requests
- Recruit, train and mentor library support staff
  - Schedule, train and mentor student library staff
- Organise induction and ongoing support for students and staff
  - Organise library orientation
  - Provide bibliographic instruction
  - Mentor and support students and staff
- Develop, manage and promote an efficient document supply service
  - Benchmark with similar establishments to ensure good practice
- Manage regular collection of user satisfaction data in line with good practice
  - Facilitate ongoing feedback
- Reports
  - Student workers

### **ACADEMIC OFFICE**

#### **Admissions / Records Officer**

#### **Reporting to Academic Registrar**

#### **Liaising with Marketing Assistant (enquiries)**

- Provide an excellent customer service for all applicants
- Process applications for study programmes
  - Review documentaton ensuring appropriate compliance with requirements
  - Consult with Head of Programmes as required
- Facilitate communication with prospective students and offer advice and support to applicants on entry requirements, the admissions and finance processes, visa requirements and progression opportunities, with an absolute commitment to meeting strict response deadlines.
- Liaise with the Trans-European Division (TED) and its Unions for the allocation of scholarships and sponsorships.
- Produce documentation to support the Student Visa application through the Home Office points-based immigration system, ensuring all students are compliant with statutory requirements.
- Collate all documentation needed for the creation of student files.
- Keep and maintain all records of marking and grades, liaising with CMM staff and the Academic Registrar.

Produce statistical reports with significant accountability for conversion from enquiry to application and application to enrolment.

#### FINANCE OFFICE

##### **Accountant**

**Reporting to the CFO**

Oversee Student Finance - invoices and payments  
Reconciliation of accounts  
Monthly statement  
Minutes of Finance Committee  
Respond to and resolve financial queries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

##### **Assistant Accountant**

**Reporting to the CFO  
Liaising with Property**

Accounts receivable - invoices and payments  
Manage Accommodation on campus  
Respond to and resolve financial queries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

##### **Assistant Accountant**

**Reporting to the CFO**

Accounts payable - invoices and payments  
Respond to and resolve financial queries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

##### **Receptionist**

**Reporting to the CFO**

Receive and register visitors  
Receive and process a wide range of queries by telephone, email or text, face to face or in writing, in a timely and courteous manner. ([info@newbold.ac.uk](mailto:info@newbold.ac.uk))  
Receive and process the mail  
Process Car Parking permits  
Process payments for meal tickets  
Support the Accounts Team

#### MARKETING & COMMUNICATIONS

##### **Head of Marketing and Communication**

**Reporting to Principal**

Oversee the work of the Marketing and Communication Team  
Develop marketing and recruitment strategies focusing on target audiences relevant to Newbold's programmes of study  
Communicate effectively with Newbold's stakeholders, including Church administrators, Newbold Alumni and the wider Church and community, including the use of both digital and physical media  
Represent, or arrange representation of Newbold at Stakeholder events  
Organise effective Newbold events, including 'Visit Us', Open Days, and Alumni Reunions  
Oversee the relationships and communication with Newbold Alumni including the production of the Newboldian  
Oversee fund-raising campaigns for scholarships and the development of the institution

##### **Communications, Digital Media Reporting to Head, Marketing & Communications**

Report on events, activities and student life at Newbold  
Create content for communication channels, including Newbold website, publications (eg. TED News, BUC News, Messenger, SEC Communicator, NEC Communicator, Unions throughout the TED), and Digital Media  
Create content for Newbold publications, including the Newboldian, programme brochures and flyers  
Oversee the information on the website and other digital media channels.

##### **Graphic Design, Digital Media Reporting to Head, Marketing & Communications**

Create graphic designs and layout for Newbold publications, including the Newboldian, programme brochures and flyers

Create graphic designs for information on the website and other digital media channels.

Create graphic designs for articles regarding Newbold for other publications (eg. TED News, BUC News, Messenger, SEC Communicator, NEC Communicator, Unions throughout the TED)

Create graphic designs for merchandise promoting Newbold

**Marketing Assistant** **Reporting to Head, Marketing & Communications**

Assist the Head of Marketing and Communications as required

- Planning, implementing and staffing marketing events on and off campus
- Managing lists of and communication with Alumni of Newbold

Respond to and resolve a wide range of enquiries by telephone, email or text message, face to face or in writing in a timely and courteous manner.

**STUDENT LIFE**

**Head of Student Experience/Chaplain**

**Reporting to Principal**

Oversight of Student Experience

- Staff Advisor to NSA

Director of Residential Halls

- Oversight of residential operations

Chaplain to students - residential, family housing, off-campus, distance

- Pastoral Care

Chaplain to staff

Implement the Spiritual Master Plan

Staff Management (including student roles)

- Staff Development
- Performance Appraisals

Preparing Annual Department Report

Reports

- Assistant to Head of Student Life
- Student Deans (Male & Female)
- Family Housing Dean
- Campus Ministry

**Assistant to Head of Student Life**

**Reporting to Head, Student Life**

Assist the Head of Student Life in the following areas

- Residential operations
- Campus Ministries activities
- Pastoral Care for students, especially the female students

**CAFETERIA**

**Head of Food Services / Chef**

**Chef**

**CAMPUS ESTATE SERVICES**

**Head of Campus Estate Services**

**Carpenter**

**Engineer**

**Assist Engineer**

**Cleaning**

**Grounds**

**Events**