



Vineyard College

vineyardcollege.org.nz

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VINEYARD COLLEGE invites applications for the position of **PROGRAMME DIRECTOR**

Vineyard College is on a mission to educate, train and empower the next wave of ministry leaders through high-quality blended courses in a student-centred learning environment combined with practical ministry in local churches.

The PROGRAMME DIRECTOR is part of our highly-motivated Auckland-based staff, and leads all aspects of delivery of our Certificate and Diploma programmes.

The role is for 16 to 20 hours a week, reporting to the Principal.

CORE RESPONSIBILITIES:

- To effectively and efficiently administer the College's academic programmes.
- To develop and maintain effective working relationships with key stakeholders, agencies and Government departments.
- To maintain the College's database and academic records.

KEY COMPETENCIES:

- Excellent planning and organisational skills.
- Ability to see how parts affect the whole (systems thinking).
- Excellent communication skills, both oral and written.
- Excellent IT skills, especially around the effective management and use of electronic student database management systems (e.g. Dropbox and Google Drive).

EXPERIENCE AND QUALIFICATIONS

- Previous academic administrative experience, preferably in a tertiary environment, is highly desirable.
- An interest in and commitment to theological education.

HOW TO APPLY:

Please send your CV and cover letter to the Principal Vic Francis, vic@vineyardcollege.org.nz, by March 17.