



UNIVERSITY  
OF DIVINITY

## Position Description

# Academic Mentor: Pilgrim Theological College

<b>Reporting to:</b>	Academic Dean: Pilgrim Theological College
<b>Unit:</b>	eLM
<b>Location:</b>	Centre for Theology & Ministry 29 College Cres, Parkville VIC 3052
<b>Tenure:</b>	Casual
<b>Hours per week:</b>	Casual
<b>Cost centre:</b>	C004
<b>Date:</b>	January 2025

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Employee

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Signature

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Date

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Manager

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Signature

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Date

# Uniting Church in Australia Synod of Victoria and Tasmania

Pilgrim Theological College is a college of the Uniting Church in Australia, under the auspices of the Uniting Church in Australia Synod of Victoria and Tasmania, the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. The Synod promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God. The Synod provides governance oversight of Pilgrim Theological College through the Ministry and Mission Committee (M&M) and the Theological and Ministerial Education Committee (TMEC). Pilgrim faculty and staff are part of the Equipping Leadership and Mission (eLM) unit of the Synod.

## University of Divinity

The University of Divinity was constituted by the Melbourne College of Divinity Act 1910 of the Parliament of Victoria. In 2016 the University of Divinity Act 1910 established the University of Divinity and empowered the University Council to confer degrees and award diplomas and certificates in Divinity and its associated disciplines. In 2021 TEQSA registered the University of Divinity as an Australian University on the National Register of Higher Education Providers.

Currently the twelve constituent colleges are: Australian Lutheran College, Adelaide; Catholic Theological College, Melbourne; Eva Burrows College, Melbourne; Pilgrim Theological College, Melbourne; St Athanasius College, Melbourne; St Barnabas College, Adelaide; St Francis College, Brisbane; Trinity College Theological School, Melbourne; Uniting College for Leadership and Theology, Adelaide; Whitley College, Melbourne; Wollaston Theological College, Perth; and Yarra Theological College, Melbourne.

The University of Divinity includes: the School of Graduate Research, School of Indigenous Studies, and School of Professional Practice.

Three networks are associated with the University of Divinity: Australian Collaborators in Feminist Theologies, Religion and Social Policy, and Syriac Language Research Project.

## Equipping Leadership for Mission (eLM) Unit

Equipping Leadership for Mission (eLM) is one of three units within the Synod Ministries and Operations of the Synod of Victoria and Tasmania, along with the Secretariat and the Mission Resourcing Unit (MRU).

eLM staff is responsible for:

- Educating and forming lay and ordained people for ministry and leadership in a range of contexts
- Providing a range of services to support ministers and lay leaders during their time of ministry within the life of the Church
- Supporting, promoting, and informing the strategic priorities and areas of focus as resolved by the Synod
- Advancing justice, advocacy and research to support well-informed and effective contextual expressions of ministry and service in the communities in which we live and the publics we provoke and serve
- Resourcing congregations through the administration of the Church's grants program
- Developing networks and building deep partnerships across Synod Ministries and

- Operations staff teams, together with all presbyteries and their congregations
- Maintaining strong engaged relationships with the presbyteries through regionally based participation and support
  - Fostering the intercultural capacity of the Uniting Church in Victoria and Tasmania.

## **Pilgrim Theological College within eLM**

Pilgrim Theological College faculty and staff function as the Education & Formation for Leadership stream within eLM.

The College has a focus on building and strengthening leadership capacity and develops resources for spiritual practice, faith formation and discipleship.

The College's continuing education program includes development programs, theological resources and other initiatives including professional development requirements, training and supervision for the formation and ongoing support and development of ordained and lay ministry.

The stream delivers leadership and skill development services to increase capacity within Church communities tailored to lay leaders, congregation members and lay staff.

Pilgrim faculty and staff undertake research and develop resources to meet emerging leadership, ministry formation and ministry placements needs.

Pilgrim Theological College is supported by the work of Dalton McCaughey Library, a research library managed through eLM, in partnership with Trinity College Theological School and the Australian Province of the Society of Jesus.

## **Role purpose**

The Academic Mentor (ALA) provides academic learning support to Pilgrim students, including candidates in Phase 2 of Formation, from Culturally and Linguistically Diverse (CALD) communities, or entering tertiary study from non-traditional backgrounds.

In line with the College's Strategic Plan (2025–2030) the role contributes to “fostering an exemplary, flourishing, collaborative college community in which students and staff feel valued and empowered.”

The work of the Academic Mentor will enhance the learning capacity of Pilgrim students, enabling them to thrive in their academic work, in line with the strategic commitment of “excellence in learning and teaching in line with our commitments to intercultural, inclusive, and accessible education”.

The Academic Mentor will meet with students to build their capacity in academic skills and study management, to provide academic advice, and to refer student to other sources of support as required.

## Key selection criteria

### Qualifications and experience

This position requires the following knowledge and experience:

- A higher education qualification in theology or a related field.
- Demonstrated capacity to provide academic support to adults within a tertiary education environment.
- Demonstrated understanding of considerations for EAL students.
- Understanding and commitment to working within the Ethos and Values of the Uniting Church in Australia.

### Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Technical expertise:** High level academic skills, with the ability to provide information and guidance appropriate to individual learning needs, to evaluate approaches and strategies to improve educational outcomes, and to educate in the area of academic integrity and misconduct.
2. **Communication skills:** demonstrates excellent verbal and written communication skills; confidently conveys ideas and information in ways relevant to individual learning needs; demonstrates excellent interpersonal skills and abilities to effectively interact with a diverse range of individuals and groups.
3. **Team work:** cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas; accommodates and works well with the different working styles of others.
4. **Creativity and innovation:** reflects on experience and is open to new ways to improve practice
5. **Conceptual and analytical ability:** ability to deal with concepts and complexity comfortably; to use analytical and conceptual skills to reason through problems; to be creative with ideas and to link these to practical and effective innovations.
6. **Relationship development:** capacity to identify issues in common and seek knowledge to build mutually beneficial partnerships, to identify and respond to other people's underlying needs, to understand context with particular awareness of challenges facing members of CALD communities entering higher education in Australia.
7. **Planning and organising:** sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required; identifies processes, tasks and resources required to achieve a goal; establishes systems and procedures to guide work and track progress.

### Personal competencies and qualities

The successful applicant will also have these personal competencies and qualities:

8. **Drive and commitment:** Enthusiastic and committed. Demonstrates capacity for sustained effort and hard work. Sets high standards of performance for self and others. Enjoys a vigorous and dynamic work environment
9. **Personal awareness:** Reflects on one's own life and can demonstrate an understanding of faith and the importance of community.

10. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals, groups and committees.
11. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

## Other requirements

Applicants will be required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on in evenings necessary from time to time.

All staff are responsible for maintaining records and data related to their role responsibilities and work area in accordance with the relevant policies and procedures.

Applicants must be willing to work within the UCA’s Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod’s document ‘Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus’.

## Key accountabilities and activities

Key accountabilities	Key activities
Provide academic learning support to students at Pilgrim Theological College	<p>Advise and meet with students to ensure they are alert to ethical academic conduct, including accurate referencing and appropriate acknowledgement of work done by others.</p> <p>Provide face-to-face and online sessions in academic research skills, academic writing, and how to build a bibliography. Mentor students in the development of study skills and personal responsibility for study success.</p> <p>Build a learning community through regular meetings with CALD students to improve participation, retention and success in theological studies. This includes students from non-traditional backgrounds and interested students in their first year of study.</p>
Work in partnership	<p>Develop and maintain effective relationships across the life of the Church, and apply consideration to a theological and missional perspective when providing advice and services.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems.</p>

<p>Communicate effectively</p>	<p>Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication. Use feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language.</p>
<p>Demonstrate teamwork</p>	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations.</p>
<p>Manage self</p>	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

## **Synod Vision**

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

## **Synod Ministries and Operations Mission**

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

## **Values and Characteristics**

**Trust** – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

**Collaboration** – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

**Growth** – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

**Sustainability** – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.