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## Student Support Coordinator (Ref: NA32/SSC)

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Job-share welcome. This is a permanent position made of full-time hours during the 30 weeks of term, plus nine other weeks at other times during the academic year; a degree of flexibility will be allowed.

The College is looking to recruit a Student Support Coordinator who will develop the College's student support services provision. He/she will establish the Student Support Office, which will function as a 'one-stop shop' for student support services other than Chaplaincy. He/she will be responsible for the provision of student support information and coordination of services, with some time-tabled hours for one-to-one sessions with students, and will develop policies and procedures to enable the College to meet its welfare responsibilities to students.

The successful candidate will have a recognised professional qualification, and at least three years' relevant experience, including extensive experience in diagnosis and referral. He/she will also have administrative and management skills to develop and maintain a proactive provision of information and services.

Applicants may obtain further information about the post from the College's website, [www.heythrop.ac.uk](http://www.heythrop.ac.uk). Alternatively this information can be obtained by contacting

**Ms Gemma Willis, HR Assistant,**  
**Heythrop College, Kensington Square, London, W8 5HQ**  
Email: [j.willis@heythrop.ac.uk](mailto:j.willis@heythrop.ac.uk), Telephone: 020 7795 4205.

To apply, please send a CV, including three referees, and a covering letter, stating how you meet the requirements for the post, and also return the equal opportunities monitoring form. Please state how you heard about the position.

Closing date for applications: Tuesday 15 August 2006, no later than 5.00 pm. Interviews are likely to take place within a month of the closing date.

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## Secretary General (Brussels-based)

Pax Christi International is looking for a new Secretary General, following the resolve of the current Secretary General to take his retirement at the end of 2007.

Pax Christi International is a worldwide non-governmental Catholic peace movement working on issues of security and disarmament, human rights, conflict transformation and economic factors of armed conflicts. Through networking it is firmly committed to cooperation with other religious traditions and with all who want to create a culture of peace. The large variety of organisations and networks include national sections, local groups, affiliated organisations and partners spread over 50 countries in all continents with over 60 thousand members worldwide. The regular work at the international level is done through commissions, thematic and regional working groups, and consultations. The day-to-day operations are carried out by the Secretariat's office in Brussels.

The Secretary General is expected to provide an inspirational and effective leadership of the Pax Christi International movement and network, as well as of the International Secretariat. We expect strong dedication to peace, justice, reconciliation and the non-violent direction of the work, including a personal commitment to the Christian values which are at the base of Pax Christi's work.

The Secretary General will be based at the Pax Christi International Secretariat in Brussels, Belgium. Contractual employment will start on October 1st, 2007.

### How to apply for this position?

To download a more detailed information pack, please visit [www.paxchristi.net](http://www.paxchristi.net) (job advertisement).

A cover letter, résumé (cv), and three professional references should be sent by mail to:

**Pax Christi International, Attn : Jef Felix, International Treasurer**  
Application, Rue du Vieux Marché aux Grains 21  
B - 1000 Brussels, Belgium.

Applications should also be sent via email to [jef.felix@paxchristi.net](mailto:jef.felix@paxchristi.net) or faxed to +32 2 502 46 26.

Closing date for returned applications is 30 September 2006.

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