

## **REGENT'S PARK COLLEGE, OXFORD**

### **Chaplain and Tutorial Fellowship in Theology with effect from 1 September 2020**

#### **Overview of the Post**

Regent's Park College seeks to appoint a Chaplain who will be the College's Head of Welfare, and will also be a Tutorial Fellow in Theology. The Fellow will be an ordained Baptist minister recognized by a Union or Convention affiliated to the Baptist World Alliance. The Fellow will lead the College's Chapel life and its Welfare teams, and also teach and engage in research. Developed pastoral gifts will be required, and the Chaplain should have a research record commensurate with their stage of career. Ideally, they might be ready to offer graduate supervision as well undergraduate teaching to ordinands and other students in theology. The Fellow will also share in the administrative work of the College.

#### **Regent's Park College**

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent's Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 50 plus postgraduates, around 25 candidates on courses for (Baptist) ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College has a cohort of students on ministry courses, principally the BTh (together with its associated Diploma and Certificate) and the MTh in Applied Theology. These courses will be the primary teaching focus of the Chaplain, but may also teach for BA students and will have welfare responsibility for the whole student body.

The College admits undergraduates to the following BA courses:

- Theology and Religion; Philosophy & Theology; and Religion & Oriental Studies;
- History; Ancient and Modern History (AMH); and the joint schools of History & Economics;
- History & English; History & Politics;
- English Language and Literature; and Classics & English;
- Classics; and Classical Archaeology and Ancient History (CAAH);
- Philosophy, Politics and Economics (PPE);
- Geography;
- Law (Jurisprudence).

The 60 or so post-graduate students work in a somewhat wider range of disciplines and are enrolled for 1, 2 or 3 year programmes.

The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University's Radcliffe Observatory Quarter. Regent's Park College is committed to academic excellence and has a reputation as a friendly and supportive community.

For more information about the College see Appendix 1.

### **Duties of the Fellow in Theology: Chaplain and Head of Welfare**

These duties may be varied as the needs of the College and its students develop.

#### ***Chaplaincy***

1. Promote the chapel as an inclusive, nurturing and ecumenical space, including through its use in worship and the arts;
2. Arrange chapel worship programmes, and lead worship and preach in chapel in rotation with other members of College staff and students;
3. Model preaching and worship leading for those on the College's ministerial courses;
4. Convene and chair the Chapel Committee to engage students in chapel life and plan and deliver Chaplaincy events such as dinners, speakers, discussions, etc.

#### ***Welfare***

1. Be available to meet students as necessary, offering sensitive pastoral support and knowing when and how to refer students on for more specialised help;
2. Lead the College staff welfare team, liaising as appropriate with colleagues concluding College Disability leads, the Harassment officers, the College Link Counsellors, and the decanal team, as well as student welfare representatives;
3. Participate in the appropriate College Committees, currently attending the Pastoral & Welfare Committee, and chairing the Welfare Consultative Committee;
4. Participate as necessary in 'fitness to study' procedures;
5. Participate in the appropriate University groups, currently attending the Welfare Forum and the Equality & Diversity Forum;
6. Initiate awareness raising workshops on areas of policy and practice development for staff and students;
7. Monitor policy developments and work with college on welfare policies; and review procedures and practice through Welfare Committee, etc.

#### ***Teaching***

1. The Fellow will be a member of the Pastoral Studies team and be expected to offer teaching to ordinands on the Pastoral Studies Programme and on relevant academic programmes – currently the CTS, DTS, BTh and MTh courses. There may be also be some teaching on the

BA in Theology and Religion and some administrative responsibilities relating to these courses.

2. The tutor will be required to teach for a maximum of 6 tutorial or seminar hours per week during term (on average over the year). Most of the teaching required will be in the form of tutorials and small seminars.
3. As required, the Fellow will participate in the Admissions processes for ordinands and other candidates in Theology.
4. The Fellow will be expected to be available to examine for the BTh and MTh courses. They may be asked to offer work for the Faculty of Theology & Religion or Department of Continuing Education, such as other examining, or giving occasional lectures/series, but they are not required to do so. The Fellow may also be invited to supervise graduate students by the Faculty Board of Theology and Religion. Teaching or supervising for the Faculties is usually considered to be over and above College stint and is remunerated separately by the Faculty, as is examining.

### ***Other Responsibilities***

1. The Fellow will be expected to engage actively in research and publication in their field, and may apply for one term's Sabbatical leave normally every ninth term (on full salary) in order to enable this.
2. The Fellow will be expected to contribute to the cultivation of the College's academic community through activities such as participation in the Senior Research Seminar and offering occasional seminar papers or lectures within College, such as under the auspices of the College's Oxford Centre for Religion and Culture and the Centre for Baptist Studies.
3. The Fellow will be expected to take a share in College administration and governance, including participating in the Fellows' meeting and in its sub-committees as appropriate. Because of their role as Chaplain and Head of Welfare the Fellow will not normally be expected [permanently] to take up one of the major administrative portfolios such as that of Senior Tutor, Tutor for Graduates, Tutor for Admissions, or Dean. The Fellow may be elected to the College's trustee body, the Governing Body, as a representative of the Fellows. The Governing Body usually meets once per term. All Fellows are members of the College's Council, which usually meets once per year.
4. The Fellow will act as Personal Tutor to a group of undergraduates and as advisor for a group of graduate students.
5. Outside full term in Oxford (3 x 9 weeks), the Fellow may be expected to participate in events and programmes organized by the College from time to time, either onsite or elsewhere, in a way appropriate to their expertise and qualification. A flexibility of approach and commitment to teamwork is required.

### **Structure of responsibility**

1. The Fellow reports to the Principal, to whom they are responsible for day-to-day work in College. They are finally accountable to the Governing Body of the College.
2. The Fellow is a member of the Fellows' Meeting, which advises the Principal. They are also eligible to be elected to the College's trustee body, the Governing Body. All Fellows are members of the College Council, although their voting rights on Council and Governing Body are controlled by the regulations of the Charity Commissioners.
3. The Fellow will be nominated for membership of the Faculty of Theology and Religion. The College does not have the power to confer this membership.

### **Terms of Appointment**

*In general, the terms of appointment are shaped by the particular nature of the College and its 'mission', as explained in the first section.*

1. This full-time appointment carries an 'open contract'. However, it is subject to confirmation after a probationary period of two years, and also subject to reviews at periods of six years.
2. The salary for this post in 2019-2020 terms is up to £41,896. The particular nature of the College is reflected in the fact that there is no graduated salary scale, but the salary is reviewed annually for cost of living increase.
3. The College will pay the required percentage of the Fellow's salary into the Universities Superannuation Scheme. The College's Governing Body agreed in 2011 to align with the University's retirement age policy and adopted a parallel Employer Justified Retirement Age policy, which currently specifies retirement for academic staff at the end of the academic year during which their 68<sup>th</sup> birthday occurs. A copy of this policy is available from the Principal's office on request.
4. The Fellow will be provided with an office furnished with appropriate equipment on or near the main College site which will be considered their normal place of work.
5. The Fellow will have the right to dine in College when meals are available to staff, up to five lunches and five dinners per week. The Fellow will be a member of the Senior Common Room (which currently has a member's charge of £25 per term).
6. The holiday entitlement is 30 days plus 8 bank holidays a year. The two May bank holidays are normally worked because they fall in Trinity Term and a day in lieu for each taken outside of term time. Holiday is not normally permitted during term time.
7. Should the Fellow be granted a joint appointment with the University/Faculty, the College will add an amount to the University salary to provide a total salary at the level described above. In addition, the College will pay an emolument in recognition of duties beyond those required from tutors who are not University post-holders.
8. The post is subject to a probationary period of two years. There will be an interim review at the end of the first year, and a final probationary review during the Fellow's fifth term in office.

9. Following the probationary period, all members of staff are given the opportunity to meet at least once every two years with their line manager for a performance review. Although not mandatory, all staff are encouraged to take advantage of this opportunity to discuss their job description, professional development and training opportunities.

### **Person Specification and Selection Criteria**

Applications are welcome from all suitably qualified candidates, including women and black and minority ethnic candidates who are under-represented in academic posts in Oxford.

The successful candidate will demonstrate the following in application and at interview:

#### ***Essential***

Candidates must

1. Have experience of welfare provision and pastoral responsibility and show evidence of pastoral maturity;
2. Be able and willing to work sensitively in an ecumenical and multi-faith context.
3. Hold a postgraduate degree in Theology;
4. Have a research and publication record in their subject commensurate with this position and their stage of career;
5. Be able to demonstrate efficiency in administration;
6. Be flexible and willing to work in a team in a small College community;
7. Have the right to work in the UK indefinitely or be eligible to apply for this status (see below).

#### ***Desirable***

It is desirable that candidates have

1. Hold a doctorate in theology or be working towards one;
2. Have pastoral experience with undergraduate and postgraduate students;
3. Have experience of teaching university undergraduates;
4. Experience of working with graduate students in teaching or supervision;
5. Knowledge of Oxford's academic context and practices;
6. Have some experience of Baptist denominational life beyond the local church.

### **Application procedure**

1. Persons considering applying who would like an informal conversation with the Principal about the post may arrange such a conversation by contacting the Principal's Personal Assistant at [fiona.floate@regents.ox.ac.uk](mailto:fiona.floate@regents.ox.ac.uk).
2. Candidates should address a letter of application to the Principal explaining how the applicant believes that they meet the selection criteria specified.
3. The letter and CV should be sent with the Equal Opportunities Monitoring Form to the Personal Assistant to the Principal by 12 noon on Friday 3 April 2020 in electronic or hard copy.
4. Interviews will be held on Thursday 1 May 2020.
5. The preferred starting date for the post will be 1 September 2020.

### **Selection process**

Applications for this post will be considered by a selection panel comprising the Principal, two other College academic staff, a nomination from the College's Governing Body, and a representative of the Faculty of Theology and Religion. Candidates may be asked to make a presentation to a group or groups including students and staff which will offer feedback to the panel, and they will be given the opportunity for informal conversation with members of the College community. The selection panel is responsible for conducting all aspects of the recruitment and selection process, and will be authorised by the College's Governing Body to make the appointment. No offer of appointment will be valid until and unless a formal contractual offer has been made. The appointment will be subject to satisfactory completion of a medical questionnaire and provision of proof of the right to work in the UK.

### **Equal Opportunities Statement**

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex. For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

### **Documentary proof of right to work in the UK**

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Normally passport with relevant visa, residence permit or EEA ID card suffice. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

### **Eligibility to work in the UK**

Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

(i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and

(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility>

### **Valid NI number**

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HMRC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

## **Appendix 1: The nature of the College**

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts subjects, including and especially theology or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees in the Humanities and Social Sciences.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College is committed to enabling all students who so desire to make connections between faith and their academic interests. The tutorial staff is fully ecumenical in its membership. The

nature of the College also means that it is interested in developing an inter-disciplinary approach to the Arts, including theology consistently within this field; the statutes of the College thus state that: 'All persons to be appointed to Official Fellowships or Research Fellowships in academic disciplines other than theology must be able to demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, a commitment to engaging in some academic research into aspects of that relationship, and a willingness to work on inter-disciplinary projects with the Tutors in theology.'

*Hilary Term 2020*