

## Regent's Park College Oxford



### Post

Clerk to Governing Body and Regulatory Compliance

### Overview of the Post

Regent's Park College is a Permanent Private Hall which is part of the University of Oxford. It admits undergraduate and graduate students some of whom are candidates training for Baptist Ministry. The Principal is Sir Malcolm Evans. The College is a charity and a limited company. It has a self-appointing advisory Council of 50+ members of the Charity, from which the Governing Body (Board of Trustees/Directors of the Company) is elected.

Regent's Park College wishes to appoint an experienced Clerk to the Governing Body and its committees. The successful candidate will be an excellent minute taker with a strong understanding of matters of governance and policy. As well as providing the administration for Governing Body meetings (agendas, papers, minutes), the successful candidate will ensure that the Governing Body and the College are meeting the requirements of the Charity Commission and the legislative and regulatory framework within which the College operates.

The Clerk to the Governing Body will provide practical administrative support to the Governing Body and will be responsible for the production and circulation of agendas, papers and minutes. Through the effective planning and management of the annual agenda of business, the Clerk will ensure that the Governing Body receives items of business, such as Financial Accounts, Audit Reports and college policies for renewal in a timely manner. The Clerk will also support the wider Governance work of the college by maintaining the Register of Interests, updating the Charity Commission and Companies House with any changes to the Governing Body membership and assisting in the College's ongoing review of the statutes and bylaws.

This is a new role in College resulting from the reorganisation of the Principal's Office and the need to provide dedicated support for College Governance.

<b>Job title:</b>	Clerk to Governing Body and Regulatory Compliance
<b>Contract:</b>	Permanent, Part-time (0.4 FTE, 14 hours per week on average)
<b>Location:</b>	Hybrid
<b>Salary:</b>	£12,558 p.a. (FTE £31,396 on Grade 5 of University grading structure)
<b>Reports to:</b>	Principal
<b>Liaison with</b>	Chair and Deputy-Chair of the College's Governing Body; Fellows; all members of Governing Body and College Council; EA to the Principal

### Key Duties and Responsibilities

1. Service College Council (once per annum) and Governing Body meetings (once per term), usually on a Saturday (3 Saturdays per year)
2. Administration of membership and elections for Council and Governing Body.
3. Servicing GB sub-committees (e.g. Finance, Nominations, Remuneration, Risk and Compliance).
4. Preparing the College annual report (yearly record of College membership, student admissions, general updates, and research achievements) and various returns required by the University.

5. Responsible for statutory annual returns, e.g. OIA (Office of the Independent Adjudicator), Prevent.
6. Maintaining trustee gift and risk registers.
7. Oversight of legal compliance and other policies, e.g. Equal Opportunities, Prevent Duty, Data Protection, FOI, disciplinary, grievance, harassment.
8. DBS verifying officer.
9. Freedom of Information Officer and Deputy Data Protection Officer

### **General Duties**

1. Comply with College data protection and information security policies and ensure processes and communications conform to general data protection regulation (GDPR) requirements
2. Maintain strict confidentiality at all times
3. Undertake any job-related training requested by the College and undertake other duties on behalf of the College as may reasonably be required.
4. Carry out such other functions as from time to time the Principal might require, commensurate with the level of this position and as are necessary to meet the needs of the College.

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

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

#### **Essential**

1. Graduate or equivalent qualification or experience;
2. Excellent interpersonal skills, including the ability to deal confidently with a wide variety of people;
3. Experience of servicing committees;
4. Problem-solving skills, with the ability to exercise judgement and take initiative;
5. Ability to work in an organized and methodical fashion with attention to detail and accuracy;
6. Excellent command of the English language (oral and written), and strong numerical skills;
7. Excellent administrative and IT skills appropriate to a Windows-based office, including writing own correspondence, manipulating spreadsheets, handling databases, using web-based administrative systems, and preparedness to learn new applications as required;
8. Ability to manage own workload, prioritise work and deliver to deadlines;
9. Discretion and an understanding of the demands of confidentiality;
10. Knowledge of charity governance and relevant legislation;
11. Flexible attitude towards duties and a willingness to work flexibly within the fluctuating demands of the College/University calendar.

#### **Desirable**

1. Experience of a University environment;
2. Knowledge of Oxford Colleges and University system/s;
3. Experience servicing a Governing Body, Council, Board of Directors/Trustees or similar;
4. Knowledge of data protection legislation;
5. Clerking accreditation qualification, certificate in Charity Law and Governance or similar;
6. Sympathy with the aims, objectives and values of Regent's Park College;

## **Terms of Appointment**

1. This is a permanent appointment. It is subject to confirmation after a probationary period of one year, with an interim review after six months.
2. This is a 0.4FTE post equivalent to 14 hours per week (on average) based on a 35 hour work week. Normal office hours are 9.00 am to 5.00 pm, Mondays to Fridays. However, the Clerk will be expected to work such hours as are reasonably required to carry out their duties, including attendance at Governing Body and Council meetings normally held on Saturdays.
3. The salary for this post will be £12,558 per annum (FTE £31,396, on Grade 5 of the University grading structure). There is currently no graduated salary scale, but the salary is reviewed annually for cost of living increase.
4. The appointee will be automatically enrolled into the Oxford Staff Pension Scheme (OSPS) with College contributions.
5. The appointee will be provided with shared office space furnished with appropriate equipment which will be considered their normal place of work. The appointee will have the ability to work remotely.
6. The FTE holiday entitlement is 25 days plus 8 bank holidays a year, with up to 4 days of annual leave reserved to cover the period between Christmas and New Year when the College is closed. Entitlement is pro rata for part-time appointments.
7. Lunch is available free of charge when on duty and when the kitchens are open. The appointee will also have access to the Senior Common Room facilities.
8. The College offers a health cash plan for employees, contributory for partners.
9. As a University Card holder there are other benefits available, including University shop discounts, free entry to Oxford colleges, libraries, the Botanical Gardens and Harcourt Arboretum and access to free or discounted University training courses.

## **Application Process**

1. Applications should be submitted by email to [kristin.anderson@regents.ox.ac.uk](mailto:kristin.anderson@regents.ox.ac.uk)
2. Applications should include a letter of application to the Principal demonstrating interest in and suitability for the post in light of the person specification and selection criteria.
3. Applications should also include a current CV along with the names of three referees; references will only be taken up after a successful interview.
4. Upon receipt of an application, all applicants will be requested to complete an Equal Opportunities Monitoring Form. This form is used for monitoring purposes only and will not be seen by any member of the selection committee.
5. Applications will be assessed as they come in and interviews will be arranged with suitable candidates. The post listing will close when an appointment is made.
6. The preferred start date is early July.
7. Please note that the appointment of the successful candidate will be subject to appropriate pre-employment screening, including right-to-work and references.

## **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 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. For monitoring purposes we ask all applicants to complete an equal opportunities monitoring form. The information supplied on the form will play no part in the selection process and will not be seen by any members of the selection panel.

#### **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. Information on acceptable right work documentation can be found at [www.gov.uk](http://www.gov.uk). 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.

#### **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>.

#### **Data Protection**

All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the General Data Protection Act 2018. In accordance with the GDPR regulations 2018 please see the relevant privacy notice on our website [Staff Applicants Privacy Notice](#).

## **Annex**

### **Regent's Park College, Oxford**

The University of Oxford comprises 39 Colleges and 4 Permanent Private Halls collectively associated with the academic departments and central offices. 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.

Regent's Park College is the largest of the Permanent Private Halls with approximately 270 students, split roughly between undergraduates and postgraduates and including around 30 candidates on vocational theology and ministry courses and 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. Undergraduates study on courses in the Humanities and Social Sciences including Classics, English, Geography, History, Human Science, Politics, Law, Philosophy, Theology and Economics. Postgraduates study on a wide range of courses including, but not exclusively, Theology. The academic staff includes the Principal and Fellows, research fellows and college lecturers, all of whom study and teach their respective subjects within College, and some of whom engage in research and teaching in the wider University.

As a Permanent Private Hall of the University, the College is governed by its Charity Scheme, Statutes and a Governing Body comprising the Principal and Fellows, and several external members representing particular organisations or elected by subscribers. 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 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.

Further information can be found on the college's web site: <http://www.rpc.ox.ac.uk>.