

Role Description

JOB TITLE	Chair of the Cliff College Committee
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ROLE PURPOSE AND OBJECTIVES

The role of the Chair of the governing body of the College is fundamental to the College being successful. The Chair is responsible for providing effective leadership of the Committee in the discharge of its duties..

The Chair will provide the leadership to ensure that:

- the Committee delivers highly effective governance for the College, fulfilling the highest standards of corporate governance at all times
- the Committee functions as a unit and works closely with the Senior leadership team of the college to achieve its strategy and objectives
- accountability is maintained for the effective and efficient use of resources, and safeguarding the college students, staff, assets and estate
- the Committee offers appropriate challenge and support to the Senior Leadership Team (SLT)
- as Chair, support, advice and guidance is provided to individual members to assist their effective contributions to collective governance

The Chair will develop strong working relationships with key stakeholders.

This is a volunteer role with all reasonable expenses paid.

ROLE RESPONSIBILITIES

1. To continue to develop the Committee which has strategic oversight of the college. With particular reference to the fact that the Cliff is a theological college offering academic and lay training.
2. To ensure that the committee meets its external accountabilities and fulfils its duties in determining the College mission, setting and monitoring objectives, articulating the College's vision, and maintaining and developing its ethos.
3. To understand and focus on the main strategic issues bearing on the College, including how it serves the wider Methodist Church.
4. To provide strong leadership for the Committee and to chair its meetings, ensuring that business is conducted efficiently, effectively and in a timely manner ensuring that matters are debated fully, so that all members have opportunities to engage and contribute.
5. To ensure, in liaison with the Principal and the Senior Leadership Team, that appropriate issues are brought before the Committee.
6. To ensure that the discussions and decisions of the Committee are properly summarised and recorded in the minutes as well as following up actions to be taken.
7. To exercise any specific authority delegated by the Committee or the Connexional Council and to act on the Committee's behalf between meetings or, where necessary, in emergencies.
8. To develop a productive working relationship between the Chair, the Principal, and the Church, based on a full understanding of the role of the Committee in the governance of the College
9. To lead and to contribute to the annual self-assessment of governance.
10. To promote good working relations between members and staff through regular dialogue and engagement in specific College activities
11. To be accountable to the Connexional Council for the strategic oversight of the College and report to the Council where required or requested.
12. Ensure reporting to relevant external bodies happens (OfS, Auditors, etc.)
13. Understanding of the HE sector and especially in relation to theological education

Person Specification

Experience

Previous time served as the Chair of a Trustee body or Committee in any setting (in or out of the Church)

Awareness of the variety of contexts that exist within the Methodist Church in Great Britain

Abilities, Knowledge and Skills

An experienced chair of meetings, able to ensure participation and ensure results

Ability to absorb quickly a wide-range of detailed issues.
Astute business acumen with the ability to problem solve
Ability to engage diplomatically on sensitive issues
Ability to assimilate a wide breadth of financial, legal and people focussed information.
Ability to communicate effectively, orally and in writing.
Ability to work as a part of team
Ability to think strategically
Ability to connect vision, aims and strategies through theological reflection
Ability to prioritise
Awareness of the principles of risk management
Personal Qualities
Member in good standing of the Methodist Church in Britain
Self-aware
Acceptance of personal and collective responsibility
Exercises sound judgement in decision making
Displays resilience and able to self-manage
Able to hold sensitive matters in confidence