Vice Principal

Job Profile:

Job Title: Vice Principal

Reports to: The Principal

Key relationships: Principal, Director of Finance, tutorial staff, Federation central staff, counterparts and teaching staff in other Federation Houses

Location: Westcott House, Cambridge

Hours: Full time

Term: Permanent

Salary: The salary is set with reference to the Lichfield scale and is currently £29,637, plus pension, and housing within easy walking distance of the College.

Job Summary:
Westcott House is seeking to appoint a Vice Principal to take up post from 1 September 2022 or as soon as possible thereafter. The Vice Principal works closely with the Principal in the leadership of the college, including deputising for her when necessary. The Vice Principal has particular delegated responsibility for line management of the tutorial staff, for teaching and learning strategy for ministerial formation, for quality assurance, and for admissions. As a lecturer the Vice Principal teaches students on Durham University (Common Awards) and Cambridge University (BTh) pathways at Westcott House and in the wider Cambridge Theological Federation (CTF), may prospectively teach on Anglia Ruskin University Awards offered by the CTF in the future, and contributes to wider teaching as required. Applicants are welcome to offer any relevant teaching specialism, but current staffing will be one factor taken into account when making the appointment. Opportunities to offer doctoral level supervision may be available for suitably qualified candidates. The Vice Principal shares in the worshipping life of Westcott House, including by leading worship and preaching, and has a significant ministry of presence in the community.

Applications:
The deadline for applications is 12noon on Monday 23 May 2022. Please send applications to: hr@westcott.cam.ac.uk. Applications should include a full CV, details of 3 referees and a cover letter referencing the job description and person specification. References will be taken up before interview. If you require us to contact you before getting in touch with your referees please state that clearly in your application. The post is open to suitably-qualified baptized candidates, lay or ordained, with personal experience in public ministry. All applicants need to demonstrate that they have the right to work in the UK. Westcott House is an equal opportunities employer. Applications from candidates of UKME and global majority heritage are particularly welcome as people from these backgrounds are currently under-represented in the staff team.

Interviews:
Monday 6 - Tuesday 7 June 2022 at Westcott House, Cambridge. Those invited to interview will be informed by email by the end of Thursday 26 May 2022.
Background

The vision of Westcott House is to serve, support and release the ministry and mission of the whole people of God through prayerful community and intellectually rigorous, contextually-grounded formation.

Westcott House exists so that the whole people of God may bear faithful witness to God’s love revealed in Jesus Christ, effectively inspire the renewal of the Church, and participate confidently and imaginatively in God’s mission of justice and reconciliation in the world. We seek to prepare people for public ministry who are:

- **Open** to Christ and to those whom they are called to serve, with a hunger to see the Kingdom of God grow through creative partnerships in ministry and mission.

- **Holy** and faithful, rooted in a life of sustaining prayer, nourished by Word and Sacrament, generously open to the breadth of the Church, and passionate to share the Good News.

- **Wise** and instinctive, immersed in the riches of the Christian tradition, adaptive to the complex demands of diverse contexts and unknown futures, and collaborative in ministry and mission.

- **Compassionate** and effective, responsive to the world and its needs in the power of the Holy Spirit.

Westcott House is rooted in an open, generous and sacramental ethos, which shapes our life as a community. This is an exciting time in the life of the House as we work together to open up opportunities to study here to a wider range of lay and ordained leaders and to work creatively with partners in the TEI community and beyond.

We currently have 50 students and are seeking to renew our strategic vision to increase student numbers and offer a greater variety of formational opportunities for people training for ministry and mission. This is likely to lead to changes in the make-up of the student body and in the pattern of delivery of teaching over the coming years.

Westcott House is part of the Cambridge Theological Federation (CTF), an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. Ordinands take an academic pathway ordinarily accredited by either Durham University (Common Awards) or by Cambridge University. These academic pathways take place alongside contextual training as part of an integrated formation for ministry. We are currently expanding our offering for independent lay and ordained students, including by joining other CTF institutions in offering MA and Professional Doctorate awards accredited by Anglia Ruskin University.

Job Description

The Vice Principal has a key role in the life of Westcott House, particularly in ensuring and developing the quality of teaching and formation. The Vice Principal teaches on our in-house programme, Ministry for Life, and contributes to the shared teaching on academic awards offered across the Cambridge Theological Federation. The Vice Principal has a key role in the formation of ordinands, including by modelling a generous, inclusive and incarnational ministry in their work in the College.
MAIN DUTIES & RESPONSIBILITIES

Vice Principal
1. Work closely with the Principal and Director of Finance in the leadership of the College to ensure its effective running and to develop and implement its strategic plan, including by deputising for the Principal when necessary.
2. Act as line manager for the tutorial staff, including having a substantial role in recruitment processes, undertaking annual performance development reviews, providing induction for new staff, and chairing and overseeing the programme for the weekly Tutors’ Meeting.
3. Enable the development of a prayerful, professional and hopeful culture in the College, including by working with the Principal to ensure good communication between and within the staff, student and partner/family bodies.
4. Lead work on quality assurance processes, working with colleagues in Westcott House and the wider CTF as appropriate to ensure responses are delivered in a timely manner and to a high standard so that the process that contributes to the continuous improvement of standards in the college.
5. Act as Admissions Tutor for the College, overseeing all aspects of the admission process including open days and interviews for ordinands and independent students, and ensuring appropriate liaison and confirmation with the National Ministry Team.
6. Work closely with the Director of Studies in the admissions process to provide guidance to prospective students and their sponsoring Dioceses in determining the academic pathway most suited to their formational needs.
7. Act as a senior point of contact for DDOs and sponsoring bishops with queries or concerns about their ordinands and convene case conferences where needed.
8. Participate in academic oversight groups and other bodies within the Cambridge Theological Federation or Faculty of Divinity in the University of Cambridge as required.
9. Serve for the time being as a member of the College Council and on its subcommittees as required. (The Vice Principal is currently a member of the standing, curriculum, finance, and property committees.)

Lecturer
1. Teach, mark and supervise students on courses in the Durham University (Common Awards) and Cambridge University (BTh) pathways and prospectively on Anglia Ruskin University (ARU) awards up to at least MA level. Typically the Vice Principal would be asked to teach two or three modules per year. For a suitably qualified appointee, the teaching portfolio could include supervising doctoral students on the ARU PhD or DProf. Some teaching will be delivered in collaboration with colleagues in the CTF and the successful applicant will also be appointed as a member of the teaching staff of the CTF.
2. Take a leading role in shaping Westcott House’s approach to teaching of your subject area in the coming years. Develop and implement effective strategies to resource an increasingly diverse cohort of Christian ministers through their studies at Westcott.
3. Contribute as needed to ‘Ministry for Life’, the in-House integrative programme for ministry, under the direction of the Director of Practical Theology and Mission.

Pastoral care
1. Share responsibility with the Principal and other staff for the work and well-being of the House as a whole, including by undertaking specific responsibilities in response to internal concerns and complaints.
2. Deputise as a Pastoral Tutor to a group of ordinands from time to time as needed, for example to cover sabbatical or illness in the tutorial team. This involves meeting with a group of 8-10 students.
weekly (currently at 8am on Fridays) and individually at the beginning and end of each term, and additionally as required, in order to prepare their Bishop’s Letter assessing their formation. Writing their Bishop’s Letters at the end of their interim and final years.

**Contribution to the wider work of the House**

1. Join other staff members in participating in and leading worship during the week and serving as an example of prayerful discipleship. Morning Prayer is at 7:40am and Evening Prayer at 5:30pm on weekdays in term time, with Community Eucharist replacing Evening Prayer on Thursdays.

2. Share in the work of safeguarding in Westcott House and in preparing students to integrate effective safeguarding practice in their future ministries.

3. Foster good relations with other Federation Houses, and contributing to the well-being, running, and teaching of the Cambridge Theological Federation.

4. Contribute to the external relations and public profile of the House, according to expertise and capacity, e.g. through academic research or preaching and speaking.

5. Contribute to other aspects of House or Federation life as may from time to time be required.

**Person Specification**

*Essential*

Education:

1. Master’s degree in a relevant discipline

Knowledge/Experience/Skills:

2. A deep and integrated understanding of ministerial formation in the Church of England and the demonstrable ability to relate this to practice in a TEI, including in situations of tension or conflict.

3. Proven ability to offer effective managerial and strategic leadership.

4. A well-thought out vision for high quality teaching, including of cohorts with substantial diversity in age, background and prior learning.

5. Evidenced practice of high quality teaching in a higher education context to at least Master’s level and demonstrable ability to oversee and develop the teaching of others.

6. Demonstrable ability to relate academic study to grassroots ministry in the Church of England and to inspire enthusiasm for theological learning as a resource for effective ministry.

7. Pastoral sensitivity, experience of offering effective pastoral care and/or mentoring and the demonstrable capacity to oversee and develop these skills in others.

8. Effective communication skills as a teacher and in non-academic contexts.
9. Willingness and ability to share in leading Anglican worship and to model thoughtful and inclusive liturgical practice; and (if ordained as priest/presbyter) to preside at the Eucharist.

10. Experience of exercising public ministry and the demonstrable ability to relate this experience to the formation of ordinands and the wider life of the college.

Personal Attributes:

11. A mature and articulate Christian faith and a personal commitment to prayer, worship, and Christian service.

12. Willingness and capacity to work well with Christians from a range of traditions and backgrounds.

13. Demonstrable ability to work collaboratively, creatively and enthusiastically with colleagues to deliver the strategy of Westcott House for the effective formation of lay and ordained Christian leaders.

14. Administrative adeptness, including efficiency, attention to detail, and timely completion of tasks.

15. An easy, pastoral presence with others and willingness to contribute to the life of the Westcott House community.

16. It has been determined that there is a genuine occupational requirement, (GOR) as defined in Equality Act 2010, Part 1, Schedule 9, for the candidate to be a baptised Christian and sympathetic to the work and ethos of an Anglican theological college in the sacramental tradition.

Desirable

1. Doctoral degree in a relevant area.

2. Leadership experience in a TEI or similar setting.

3. Ordination as priest/presbyter in the Church of England or a church in communion with it.

4. Experience of supervising students undertaking research degrees.

5. Experience of teaching mature students.

6. An ongoing research profile that will enrich the life of Westcott House and contribute to the public impact of the institution.

Conditions of Appointment and Service

This post is open to ordained and baptised lay applicants from the Anglican Communion and its ecumenical partners. All applicants need to demonstrate that they have the right to work in the UK. Westcott House does not hold Tier 2 visa sponsorship status and we are therefore unable to recruit anyone who does not already hold the relevant work visa. Appointment is subject to a satisfactory Enhanced DBS Disclosure. Anglican clergy and lay ministers must be eligible to hold the licence of the Bishop of Ely and to do so as a condition of continued employment.

1. The anticipated start date is 1 September 2022 or as soon as possible thereafter.
2. Salary is set by reference to the Lichfield Scale. This is currently £29,637 per annum. There are free meals in College on working days during term, Monday to Friday. Post-holders would be eligible to join the Church of England non-contributory pension scheme.

3. A three bedroom house within a short walk of the College is provided, inclusive of Council Tax and water charges. It is expected that the appointee will reside in this house for the better carrying out of their duties in the college.

4. Staff members are entitled to six weeks’ holiday each year (pro-rata), which should ordinarily be taken in the university vacations. Staff may be required to work on some statutory holidays, particularly when they fall during term, for which time off will be given in lieu.

5. A sabbatical lasting Easter - August inclusive can be applied for once in every five-year period of service (i.e. the Easter term plus freedom from College duties until the beginning of September).