



Vice Principal

Job Profile:

Job Title: Vice Principal

Reports to: The Principal

Employer: Westcott House, Cambridge

Key relationships: Principal, Director of Finance, Deputy Safeguarding Lead, tutorial staff, Domestic Bursar, Federation central staff, counterparts 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. Housing is provided within easy walking distance of the College.

Job Summary:

Westcott House is seeking to appoint an ordained Vice Principal to take up post from 1 September 2023 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, and holds delegated responsibility for key areas of the college's operations. The Vice Principal will have particular delegated responsibility for line management of the tutorial staff, for quality assurance, and for admissions. The Vice Principal will be the Designated Safeguarding Lead for the college and will have day to day oversight of the formational progression of ordinands. The Vice Principal shares in the worshipping life of Westcott House, including by presiding at the Eucharist and preaching, and has a significant ministry of presence in the community.

Applications:

The deadline for applications is **12noon on Monday 20 February 2023**. 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 ordained candidates in priests' orders in the Church of England or another church in communion with it. 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 13 - Tuesday 14 March 2023 at Westcott House, Cambridge. Those invited to interview will be needed on both days and will be informed by email by the end of Monday 27 February 2023.

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 just under 50 students, of whom the majority are ordinands but around 25% are now independent students studying at MA or doctoral level. We are working 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 further 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 have recently expanded our offering for independent lay and ordained students by joining other CTF institutions in offering MA, PhD and Professional Doctorate awards accredited by Anglia Ruskin University.

Job Description

The Vice Principal will have a key role in the life of Westcott House, particularly in the effective operation of the college as a community of formation and learning. The Vice Principal will play a key role in developing and implementing plans for our site and buildings to increase accessibility, enable us to move to net zero carbon emissions, and provide appropriate facilities and accommodation for ordinands and independent students studying in a range of modes. The Vice Principal teaches on our in-house programme, Ministry for Life, and for a suitably qualified candidate there may be opportunities to contribute 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

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. Support the work of the Principal in developing the activities of Westcott House within the terms of its Charter, and in ensuring its long-term financial stability, including maximising the potential of the College's site and buildings within what is practical and permissible.
3. 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.
4. 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.
5. 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 contributes to the continuous improvement of standards in the college.
6. 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.
7. Work closely with the Director of Studies in the admissions process to provide guidance to prospective independent students, and to prospective ordinands and their sponsoring Dioceses in determining the academic pathway most suited to their needs.
8. 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.
9. Undertake delegated responsibility for the formational progression of ordinands, and for maintaining and implementing appropriate policies for all areas of college life affecting ordinands and independent students.
10. Participate in operational and oversight groups within the Cambridge Theological Federation or Faculty of Divinity in the University of Cambridge as required.
11. Participate in meetings of the College Council as an officer in attendance, and serve as a member of committees as required.
12. Contribute as needed to teaching 'Ministry for Life', the in-House integrative programme for ministry, under the direction of the Director of Practical Theology and Mission. The successful candidate's teaching will be agreed on the basis of their experience and could indicatively include preaching, mission and evangelism, pastoral care, or leadership and teamwork, as appropriate.
13. For a suitably qualified candidate, some teaching within one or more of the academic awards offered, or supervision of doctoral candidates on the ARU PhD or DProf could be possible, in which case the successful applicant will also be appointed as a member of the teaching staff of the CTF.

Safeguarding and pastoral care

1. As the Designated Safeguarding Lead for the College, enable, model and encourage culture and practice that exemplifies the best quality of Safeguarding, with respect both to the life of the College and also to the formation of ordinands for their future public ministry.
2. Support members of the college community who make disclosures and ensure secure and appropriate record keeping. With the administrative support of the Domestic Bursar, maintain records of safeguarding training.

3. Contribute to delivering some safeguarding training for students, working alongside trainers from Ely Diocesan Safeguarding Team.
4. 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 matters of student discipline, and internal concerns and complaints.
5. 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 each year of study.

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. Foster good relations with other Federation Houses, and contributing to the well-being, running, and teaching of the Cambridge Theological Federation.
3. 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.
4. Contribute to other aspects of House or Federation life as may from time to time be required.

Person Specification

Essential

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

Knowledge/Experience/Skills:

2. 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.
3. 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.
4. Demonstrable ability to relate residential formation to grassroots ministry in the Church of England and to inspire enthusiasm for theological learning as a resource for effective ministry.
5. Pastoral sensitivity, experience of offering effective pastoral care and/or mentoring, and the demonstrable capacity to oversee and develop these skills in others.
6. Proven ability to offer effective managerial and strategic leadership.
7. Effective communication skills across a range of contexts.
8. Willingness and ability to share in leading worship, to preside at the Eucharist and to model thoughtful and inclusive Anglican liturgical practice.

9. 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.
10. Administrative adeptness, including efficiency, attention to detail, and timely completion of tasks.

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. An easy, pastoral presence with others and willingness to contribute to the life of the Westcott House community.
14. 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 an ordained priest in the Church of England or a church in communion with it and sympathetic to the work and ethos of an Anglican theological college in the sacramental tradition.

Desirable

15. Experience of overseeing, and working imaginatively within, a site of particular historic and cultural significance.
16. Teaching experience in a TEI or similar setting.

Conditions of Appointment and Service

This post is open to ordained applicants in priests' orders in the Church of England and churches in communion with it. 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. The successful applicant must be eligible to hold the licence of the Bishop of Ely and must do so as a condition of continued employment.

1. The anticipated start date is 1 September 2023 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. An adaptable three bedroom, three reception room 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 college 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).