



Members of Westcott Council (Trustees)

Role Summary:

The Council of Westcott House is seeking to appoint additional trustees and is particularly keen to receive expressions of interest from people who bring experience of fundraising, IT systems, or of supporting specific learning differences (SpLD) in Higher Education. The trustees are responsible for the management and oversight of the College and have a substantial and valued role in enabling the College to serve the Church by preparing people for ministry in the Church of England and the wider Anglican Communion. There are two current vacancies for trustees as of February 2025, and a third is anticipated in December 2025.

Expressions of interest:

Expressions of interest should be sent to the Clerk to the Council, Shelby Bohland (s.bohland@westcott.cam.ac.uk), for the attention of the Chair, the Rt Revd Paul Ferguson. A full CV and an indication of your interest in the role would be appreciated. Informal conversations about the role can be arranged with the Chair or the Principal if desired. Expressions of interest from those of UKME and global majority heritage are particularly welcome, as people from these backgrounds are currently under-represented in the trustee body.

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 Theological Education Institution (TEI) community and beyond.

We currently have just under 50 students, with an increasingly even split between ordinands and independent students, who typically study 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.

Role Description

MAIN DUTIES & RESPONSIBILITIES

The Charities Act 1993 defines charity trustees as those responsible under the charity's governing document for controlling the administration and management of the charity (Registered Charity No. 311445). Trustees are also directors of the Westcott House Cambridge Company, a Royal Charter Company registered in England No. 000692.

The duties of each trustee are to:

1. Ensure that Westcott House complies with its governing documents (its Charter and bye laws), charity law, company law and any other relevant legislation or regulations.
2. Ensure that Westcott House applies its resources exclusively in pursuance of its objects.
3. Ensure the financial sustainability of Westcott House and that all finances are suitably and properly managed.
4. Oversee the proper management and protection of the physical assets of Westcott House.
5. Both encourage and hold the executive to account.
6. Both encourage and hold each other, including the Chair and Treasurer, to account.
7. Contribute actively to trustees' discussions, in particular by giving clear strategic direction to Westcott House, helping to set overall policy, goals and targets, and by evaluating performance against targets.
8. Help sustain the good name and the vision and values of Westcott House.
9. Ensure that safeguarding policies and practice, and health and safety policies and practice, maintain Westcott House as a secure place for staff, students and their families.
10. Contribute to promoting the interests of Westcott House, both privately and in appropriate public fora, sustaining and developing support for Westcott House wherever possible.
11. Accept, and act in accordance with, the doctrine of collective responsibility.
12. At all times to pursue the highest quality of governance; to this end, by keeping up to date with the latest guidance of the Charity Commission in particular.
13. Ensure that adequate records are kept of all key discussions and decisions.

Expectations

14. Trustees are expected to attend an induction session at Westcott House as soon as practicable after appointment, and to undertake Church of England safeguarding training and such additional training as is appropriate or required.
15. Trustees should use their best endeavours to attend all full Council meetings. There are usually four a year, usually held in university terms, during normal office hours. Papers are distributed approximately one week in advance of meetings.

16. Trustees may be asked to use any specific skills or experience by joining one of three sub-committees (Standing, Finance and Audit, Curriculum Development). Each committee usually meets some weeks in advance of each Council meeting, sometimes more often.

Person Specification

1. Commitment to the work of Westcott House as a Church of England theological college in the sacramental tradition and willingness to work to further its charitable objects.
2. Willingness and ability to devote the necessary time and effort to the responsibilities of the role.
3. Strategic vision, independent judgment, and willingness to offer constructive challenge.
4. Understanding of and the ability to take on the legal duties, responsibilities and liabilities of trusteeship.
5. Demonstrable ability to work effectively as a member of a team.
6. Strong communication and interpersonal skills.
7. Trustees appointed this way will ordinarily be communicant members of the Church of England or of another church in communion with the See of Canterbury. However, there is provision for up to three trustees who are appointed for their 'experience, expertise or interest in the work of the College' to be members of the Council without meeting this criterion.

Appointment process

Expressions of interest and CVs will be considered in relation to the role description and person specification. Applicants will be asked to provide contact details of two referees. One of these should be a current or recent employer, where possible, or otherwise someone who can speak to the skills and capabilities of the individual. The other referee should be someone who can confirm the good standing of the applicant in their church (this will typically be their parish priest or local minister for a lay person, and their bishop, archdeacon, or denominational equivalent for a member of the clergy). Both referees will be asked questions relating to safer recruitment.

Conditions of Appointment

The appointment is for three years in the first instance and can be renewed twice. This is a voluntary role. Trustees may claim reasonable travelling expenses incurred in attending meetings of Council or sub-committees.