

Job Description

Job Title	Principal Westminster College, Cambridge
Reporting to	Board of Governors
Direct Reports	Senatus members, Bursar and General Manager, PA to the Principal
Location	Westminster College, Madingley Road, Cambridge, CB3 0AA
Travel	UK and occasionally overseas
Working Hours	Plan for Partnership or 40 hours per week
<p>Westminster College is looking to appoint a Principal to give strategic, academic, spiritual and operational leadership to the College. The College's principal aim is to be a place of theological research, exploration and learning for the whole people of God. In pursuit of that aim, it seeks (i) to serve as an effective Resource Centre for Learning (RCL) within the United Reformed Church (URC); (ii) to make an effective contribution to the overall vision and life of the Cambridge Theological Federation (CTF); (iii) to sustain a place of Christian community in which faith, knowledge and understanding, gifts and discipleship will grow. The Principal will initially work with the current Strategic Plan, as approved by the Governors, but will collaborate with others to develop it beyond its current term (2030).</p>	
<p>Background: Westminster College is an RCL of the URC (along with two other centres, one in Manchester and one in Glasgow). It delivers initial ministerial education for the URC as well as engaging in extensive work across the life of the denomination. This includes work with Lay Preachers and Elders, Synods, local churches and ecumenical partners, as well as Continuing Ministerial Education for ministers and sabbatical visitors from the world church. We also educate a growing number of independent students at undergraduate and postgraduate levels.</p> <p>Westminster College is part of the CTF, which represents main-stream church traditions and provides an active ecumenical context in which our staff and students work. The CTF works in partnership with the University of Cambridge (for whom it delivers the BTh [in Theology for Ministry] and DTM [Diploma in Theology for Ministry] programmes), the University of Durham (which validates BA and MA programmes in Theology, Ministry and Mission) and Anglia Ruskin University (which validates a suite of MA programmes, a Professional Doctorate [DProf] programme and through which students can be registered for research degrees [MPhil and PhD]). Currently, Westminster students study for the Durham awards and this is where the post-holder's teaching responsibilities are most likely to sit.</p> <p>Westminster's vision is to see a reinvigorated church renewed in witness to Christ, alive to the transformative power of the gospel, committed to reconciliation in the world. To that end, the College seeks to inspire and nurture Christians in the UK and globally through drawing on the riches of the Reformed and Nonconformist traditions. We uphold the values of equity, diversity and inclusion, stewarding our resources wisely, caring for the environment and working in partnership with those who share our vision. Westminster will be promoted as a place of Christian learning, renewal and hospitality.</p>	

Job Summary: The Principal occupies a key post for Westminster College which, directly or through oversight of the work of others, will lead the College in strategic planning, academic provision, spiritual life and all operational matters. The Principal will work with the Bursar and General Manager and with teaching and operational teams in order to achieve the College's aims and objectives and ensure that the College flourishes. The postholder will share in networks of tutors and trainers in the Cambridge Theological Federation, in the two other URC Resource Centres for Learning and across the 13 Synods of the URC. They will be passionate about academic excellence in the service of the Church and in helping the URC to be a learning church in which all are encouraged to grow in faith and service. They will be excited at the prospect of sharing in the URC's life in tune with its ethos of broad theological diversity, alongside openness to ministry and leadership by people from all backgrounds. The Principal will nurture their own academic expertise, while engaging also in the Church's mission in ways appropriate to the contemporary context.

Principal responsibilities and duties

1. Oversee the whole work of the College.
2. Model a scholarly approach to learning in part by nurturing and developing their own academic expertise which complements the existing teaching team.
3. Be part of the teaching team at Westminster College contributing to teaching in the CTF and in the URC.
4. Offer spiritual and strategic leadership to the College either personally or through oversight of colleagues.
5. Work collegially with the Bursar and General Manager as well as other colleagues in order to fulfill strategic aims.
6. Lead the College in achieving Westminster's vision to be a place of Christian learning, renewal and hospitality.
7. Represent and advocate for the College to denominational and other stakeholders.
8. Promote the College's work, in sympathy with the Reformed tradition, to a broad range of parties.
9. Engage with the ecumenical and inter-faith environment of the CTF and the wider academic context in Cambridge.
10. Participate in fund-raising campaigns and events.

Opportunities for collaboration

This section lists the type and level of interaction that this role has with different groups. It will vary from time to time:

1. The post-holder will be a member of Westminster's Board of Governors, Senatus, Board of Studies and Management Committee and will be expected to work collaboratively to fulfill strategic aims and to work towards the College's flourishing. The post-holder may be required to participate in other college committees, or committees which service the CTF (or may delegate such responsibilities to colleagues).
2. The Principal will maintain a research profile and will contribute from their academic specialism to teaching in the CTF, in RCL activity and also, when appropriate, in the wider URC.

3. The post-holder may be invited to join appropriate denominational committees according to skills, knowledge and experience. The principal (or nominee) attends the denomination's Education and Learning Committee (*ex officio*) and is invited once a year to attend the Moderators Meeting.
4. Volunteers are encountered in a professional capacity through events arranged for Lay Preachers and Worship Leaders, Elders and others either at the college or in Synods and local churches. In all cases, the post-holder is expected to work according to the expected standards outlined below.
5. The post-holder might interact with professional bodies associated with their academic specialism.
6. The post-holder will also interact with formal and informal groups within the denomination and beyond it which support Christian mission and ministry.

Expected Standards

This section refers to the way in which the job is done rather than the duties/responsibilities and reflects the College's ethos.

1. Promote and maintain Christian faith and practice.
2. Promote a culture of open and effective communication to enable constructive relationships with colleagues as well as internal and external stakeholders.
3. Work collaboratively to create a culture of Christian hospitality which enables the exploration, nurture and development of vocation.
4. Take responsibility for personal development and support the development of others to enhance their skills and knowledge.
5. Actively promote the values of equity, diversity and inclusion.
6. In line with commitments made at the URC's General Assembly, to work collaboratively to promote and achieve an anti-racist institution and an anti-racist denomination.
7. Promote, monitor, and maintain best practice in health, safety and security.
8. Promote, monitor, and maintain best practice in data protection principles and practice.
9. Promote, monitor, and maintain best practice in Safeguarding principles and practice.

Created September 2023

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested. All jobs change or evolve over time to meet organisational needs and this job description will therefore be subject to periodic review and change if required.

Person Specification

Job Title	Principal
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Requirements	Essential	Desirable	Measurement
Education and qualifications	1. PhD (or demonstrable academic expertise) in a subject that complements existing academic team	<ul style="list-style-type: none"> • HE teaching qualification 	Application form/ relevant certificates
Experience	2. Teaching one of the theological disciplines or a related subject in the context of Higher Education 3. Strategic leadership and management in the context of Higher Education 4. Academic programme design and implementation 5. Experience of working in a team with a range of people, including those with differing interests and perspectives	<ul style="list-style-type: none"> • Experience of working in multicultural contexts • Working within a context focused on formation for Christian Ministry • Recent experience of the changing needs and mission of the local Church gained by serving in ordained or lay ministries or missional initiatives • Delivering education and training within local congregations or to those engaged in lay ministries in the Church • Spiritual and vocational development in building community • Developing intercultural worship/learning resources, including diverse and global perspectives and voices • Pastoral ministry and fostering Christian discipleship in a contemporary British context • Working ecumenically 	Application form/Interview
Knowledge	6. Understanding of, and demonstrable expertise in, a theological discipline	<ul style="list-style-type: none"> • Relevant knowledge of contemporary 	Application form/Interview/ Presentation

	<p>7. Knowledge of contemporary requirements in UK Higher Education</p> <p>8. Sympathy with the Reformed Tradition and its ethos as lived in the United Reformed Church</p> <p>9. Knowledge of the United Reformed Church and its institutions and procedures or willingness to acquire this familiarity rapidly and to work within its structures</p>	approaches to ministry and mission	
Skills and Abilities	<p>10. Creative, imaginative and realistic vision of theological education in its academic setting and for the whole church</p> <p>11. Good interpersonal skills</p> <p>12. Ability to build meaningful relationships within and between diverse communities</p> <p>13. Proven leadership ability and skills in strategic leadership and team building</p> <p>14. Excellent written and oral communication skills</p> <p>15. IT skills, MS Office (or 365) particularly Outlook, Word, Excel, PowerPoint and SharePoint (intermediate level)</p> <p>16. Public speaking</p>		Application form/Interview/Presentation
Other	<p>17. Willing and able to travel within the UK to deliver learning events</p> <p>18. Willing to work flexibly across the calendar year including some weekends</p> <p>19. A member of the United Reformed Church or a member of a Church which belongs to one or more of the World Communion of Reformed Churches (WCRC), the Disciples Ecumenical Consultative Council (DECC), the Council for World Mission</p>		Application form/Interview

	(CWM), the World Council of Churches (WCC).*		
	20. Enhanced DBS		

** Occupational requirement for the post-holder to be a practising Christian in accordance with the Equality Act 2010: Part 1, Schedule 9.*