

## Job Description: Head of Central Services

### The Cambridge Theological Federation

The Cambridge Theological Federation (CTF) is an ecumenical partnership of twelve institutions broadly engaged in shaping Christian leaders with over 300 students from 30 different countries, studying at all levels from diploma to doctorate. The member institutions fund the CTF, and through it are able to offer their students access to degrees from the University of Cambridge, Anglia Ruskin University and Durham University. It operates as a registered charity and as a company limited by guarantee.

More about the CTF can be read on its website [here](#).

### Overview of Head of Central Services Role

The purpose of the role of the Head of Central Services (HCS) is to ensure the compliance of the CTF as a higher education provider and to manage its central support staff team.

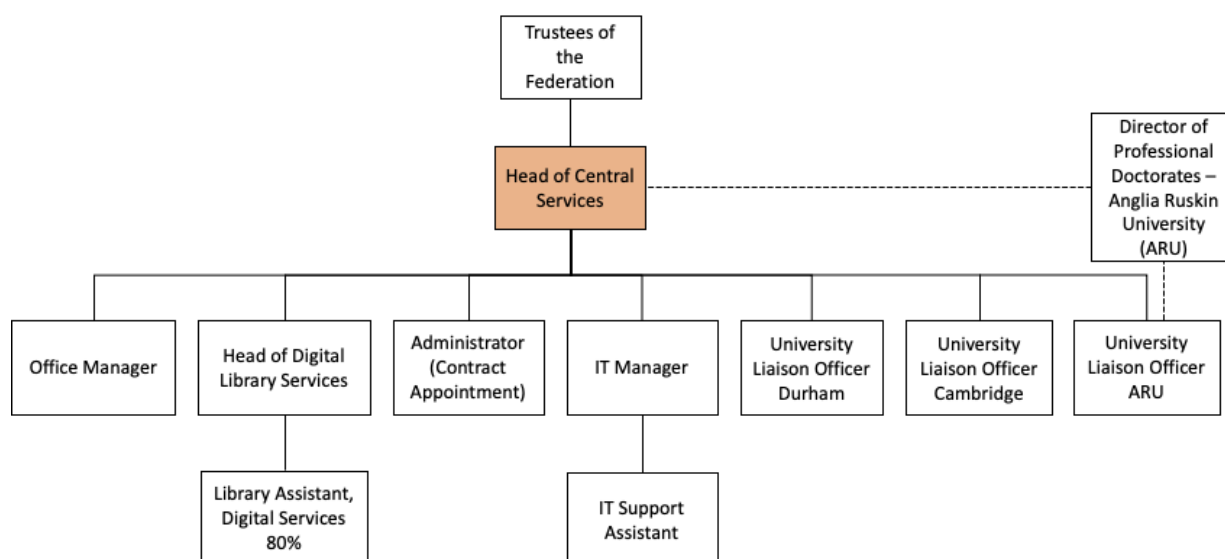
To achieve these aims, the HCS has the lead administrative role within the CTF, and is responsible for its effective running and for ensuring that it meets all its regulatory and contractual obligations, enabling its member institutions to offer a high-quality student experience.

The HCS manages a central team of nine members of staff, including IT specialists, administrative staff and librarians, who together offer a range of services to the member institutions of the CTF. One member of staff is seconded part time from Anglia Ruskin University.

The HCS is the key liaison person for CTF member institutions, University Partners and statutory authorities.

As Company Secretary the HCS supports the governance of the CTF, reporting to the Board of Trustees. The Board delegates to the co-President for day-to-day management.

## CTF Organization Structure



## Role Description

We are aware that what follows is a long list of responsibilities, some of which candidates may not be familiar with. That may not be a bar to a successful application, but candidates should identify those responsibilities which are unfamiliar to them.

The successful candidate is expected to adapt to meet the changing demands of the organization, but as matters stand will undertake the following tasks.

### *Summary of role*

- Ensure that the CTF provides an excellent service to its member institutions, supporting them as they recruit and teach students on formal and informal courses.
- Identify gaps in processes and establish new processes and ensure existing and new processes have documented procedures in place and delegate as appropriate.
- Facilitate and encourage cooperation and unity between the members of the CTF, and champion the vision of the CTF as a united and cohesive organisation.
- Ensure the CTF and its member institutions fulfil regulatory and statutory requirements.

### *General management*

- Oversee the CTF's governance arrangements (as Company Secretary), assisting with preparing agendas and reports for Board meetings and the annual Members Meeting.
- Liaise with Principals, trustees and others who are part of the governance structures of the CTF.
- Ensure there is effective communication between Principals of member institutions, Oversight groups, the Board, and the Bounds House staff team.
- Support the work of the CTF Oversight groups and other committees and working groups, ensuring that they fulfil their responsibilities in a timely way and work in accordance with the Quality Code.

- Manage the CTF risk register.
- Manage the CTF's finances effectively in conjunction with office staff, monitoring monthly payments and income with information from the CTF's accountants, signing off invoices within the authority given by Trustees, preparing budgets for approval, working with the Honorary Treasurer to liaise with auditors for the preparation of annual accounts.
- Oversee the disbursement of fee and other income of the CTF to member institutions accurately and in a timely manner.
- Ensure that all policies and procedures are current and working effectively, reviewing all policies as necessary.
- Work with the trustees to enact the Strategic Plan and make recommendations for future strategic direction.
- Oversee the CTF's publicity and communications.

#### *Central Office management*

- Manage the Bounds House CTF staff team, providing leadership and direction and ensuring effective internal communication, and delegating tasks appropriately.
- Recruit new staff as necessary.
- Ensure all HR tasks are fully and effectively undertaken including authorisation of salary payments and appraisals.
- Oversee the CTF's Health and Safety policies and procedures and their implementation.
- Oversee maintenance of Bounds House.

#### *Liaison with Universities*

- Negotiate and manage agreements with University Partners, ensuring the CTF's obligations are fully met and reporting is accurate and timely.
- Advise on and deal with complaints/potential complaints as appropriate, following University and CTF policies and procedures.

#### *Liaison with statutory authorities*

- Report as required to Companies House and the Charity Commission.
- Fulfil the role of Accountable Officer to the Office for Students (OfS) and other statutory bodies, including Higher Education Statistics Agency (HESA), Student Finance England (SFE), the Office of the Independent Adjudicator (OIA), UK Visas and Immigration (UKVI), and His Majesty's Revenue and Customs (HMRC), ensuring their requirements are fully met at all times.
- Prepare and submit accurate and timely annual and interim returns as required by the OfS, HESA and other regulatory bodies.
- Prepare, lead and respond to quality assurance and other external inspections by OfS, the Church of England and Partner Universities.
- Disburse SFE payments and ensure compliance with SFE's requirements, authorising attendance and resolving issues.
- Oversee the management of the CTF's Student Sponsor licence for immigration purposes, ensuring compliance at all times with Home Office and UKVI requirements, and

authorising the issue of Confirmations of Acceptance for Studies (CAS) numbers for students who wish to apply for a visa.

- Be the Designated Safeguarding Lead and the Prevent Lead, delegating as appropriate but ensuring responsibilities are met and reporting is timely, undergoing relevant training.

#### *CTF flats*

- Oversee the leasing of two CTF flats situated in Bounds House through an agent.

## **Additional Information**

#### *Person Specification*

- Being sympathetic to the Christian faith and the academic, ecumenical and inter-faith work of the CTF;
- educated to at least first-degree level;
- experience of complex administrative processes, financial management, and company and charity governance processes;
- having integrity, with strong ethical values consistent with the role;
- being friendly and reasonably outgoing;
- being trustworthy with confidential information;
- being well-organised and a motivated self-starter, able to work under pressure and with good and varied administrative experience, preferably some at least in an academic context;
- having a sensitive, inclusive approach, and being prepared and willing to connect with all in a diverse organisation and identify, address and resolve difficult situations;
- being a team player, with good verbal, written and digital communication skills;
- being willing to attend occasional events within the member institutions of the CTF so as to be recognised in role.

#### *Terms and Conditions*

- Full time 40 hours per week
- Salary £47,250
- 25 days annual leave plus 8 bank holidays
- Pension, if eligible, following completion of the probationary period, under the CTF's pension arrangements
- Notice period 3 months
- Probation 3 months, subject to extension if appropriate

#### *Working Locations*

Bounds House  
Westminster College  
Lady Margaret Road  
Cambridge CB3 0BJ

Visits to member institutions (all located in Cambridge) and other venues mainly in Cambridge may be required.

It may be possible for some work to be done from home, but the bulk of the work, including supervision of staff, requires attendance in the office.

#### *Requirements*

- able to travel to Cambridge and to work in Bounds House
- able to take part in online meetings from home if needed
- right to work in the UK
- able to use Microsoft Office 365 and Adobe Acrobat Pro, and to use or learn to use a variety of online portals related to the CTF's regulatory and other responsibilities

#### *You will receive*

- support from the Principals of the member institutions and from the Board
- opportunities for further training courses as appropriate
- reasonable expenses

#### *Equal Opportunity Statement*

Cambridge Theological Federation is an equal opportunities employer and complies with the Equality Act.

## **Applications**

Informal contact to find out more about the job is welcomed. Email Professor John Bell, Chair of the Trustees in the first instance ([jsb48@cam.ac.uk](mailto:jsb48@cam.ac.uk)). Conversations about flexible working are encouraged either informally or at interview.

Apply by filling in the application form and emailing it to Gwilym Tudur ([admin@theofed.cam.ac.uk](mailto:admin@theofed.cam.ac.uk))

#### *Timescale*

The closing date for applications is **12 noon on Tuesday 1 July 2025**. The trustees reserve the right to close applications early.

Interviews (including a written work exercise) will be in the morning of **Tuesday 8 July 2025** at Bounds House.

The proposed start date is **4 August 2025** or as soon as possible after that date.