



## **Head of Central Services – The Cambridge Theological Federation**

Salary: £45,000 FTE

Working Pattern: 0.8 FTE

Office Location: Bounds House, Westminster College, Cambridge

Responsible to: The Trustees of the Federation

**Application closing date: 11.59 pm Wednesday 31<sup>st</sup> May**

**Interview date: Thursday 8<sup>th</sup> June**

### [The Cambridge Theological Federation](#)

The Cambridge Theological Federation is an ecumenical collaboration of educational institutes engaged in the formation of Christian leaders. The colleges that form the Federation represent a range of Christian traditions and the Federation supports those colleges in their mission, fosters engagement between people of different ecclesial and faith traditions, and supports those engaged in research in theology and religious studies.

The Federation offers qualifications at all levels up to Doctorate level, and these are accredited by one of the Universities with whom we partner; currently, our university partners are: Durham University, Anglia Ruskin University, and the University of Cambridge.

### [The Role](#)

We wish to appoint a Head of Central Services to lead the operational and administrative team of the Federation, to liaise with Federation Members, University Partners, and statutory authorities, and to support the governance of the Federation, which is a limited company and a registered charity. The successful applicant will be responsible for line managing the team at our Bounds House office and maintaining good communication with the Federation members at all levels.

The successful candidate will have line management experience, a good knowledge of charity and company governance processes, excellent communication skills, and a good knowledge of financial processes. Some prior experience of academic administration in a higher education context would be highly desirable, and the ability to work under pressure and to tight timescales is essential.

## Further particulars

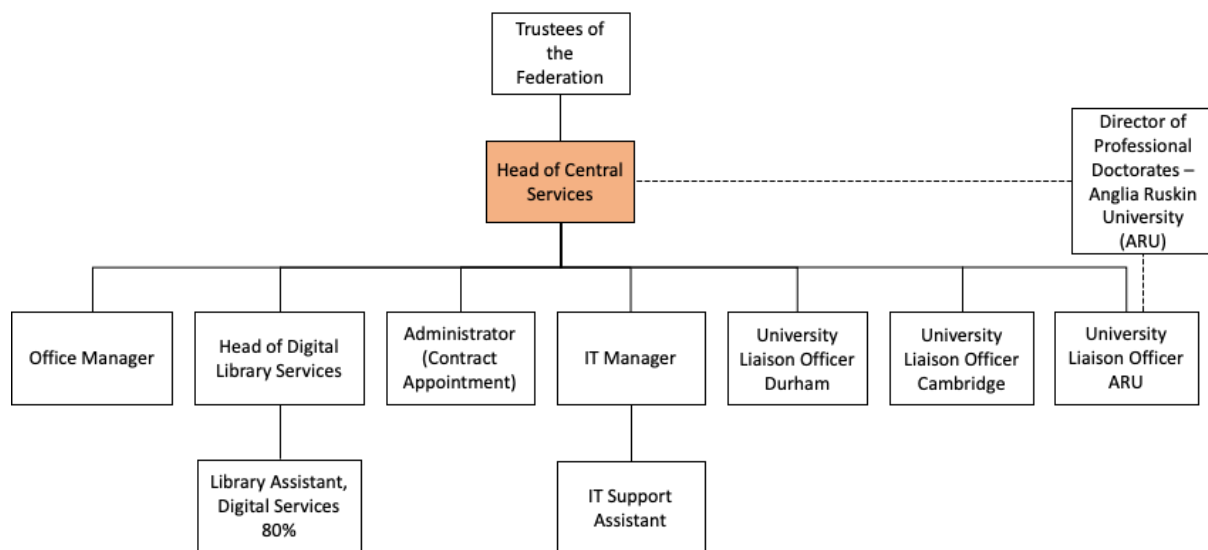
Salary: £45,000 FTE

Working Pattern: 0.8 FTE (32 hours per week within Monday to Friday)

Office Location: Bounds House, Westminster College, Cambridge, flexible working arrangements can be negotiated.

Responsible to: The Trustees of the Federation

## Federation Organization Structure



## Purpose of the role

Reporting to the Chair of the Board, the Head of Central Services is responsible for the effective running of the Cambridge Theological Federation, for ensuring it meets all its regulatory and contractual obligations and offers a high-quality student experience.

## Main Duties and Key Responsibilities

The Head of Central Services (HCS) is the key administrative role within the Cambridge Theological Federation (CTF). The HCS line manages a central team of IT specialists, administrative staff, and librarians, who together offer a range of services to the member organisations of the CTF. The HCS is the key liaison person for CTF members, University Partners, and statutory authorities. As Company Secretary the HCS supports the governance of the CTF.

The main duties and key responsibilities of the role are set out below. However, as this is the most senior role in the organisation, the Head of Central Services is not restricted by this list of duties and is expected to adapt to meet changing demands on the organisation, whether originating internally or externally.

- Ensure that the Federation provides an excellent service to its member institutions, supporting them as they recruit and teach students successfully on formal and informal courses.
- To facilitate and encourage cooperation and unity between the Houses of the Federation and to champion the vision of the Federation as a united and cohesive organisation.
- Liaise with the Principals of the member institutions to ensure effective communication between them. This would include liaison with Principals and others who are part of the governance structures of the Federation.
- Negotiate and manage agreements with University Partners; ensuring the Federation's obligations are fully met and reporting is accurate and timely.
- Manage the Bounds House staff team, providing leadership and direction and ensuring effective internal communication. Ensure all HR tasks are fully and effectively undertaken including authorisation of salary payments, and line management.
- Fulfil the role of Accountable Officer to the Office for Students (OfS) and other statutory bodies, including HESA, ensuring their requirements are fully met at all times.
- Prepare and submit accurate and timely returns as required by the Office for Students and other regulatory bodies.
- Prepare, lead and respond to quality assurance and other external inspections (e.g., OfS, the Church of England's periodic and annual self-evaluations, partner universities).
- Oversee the Federation's governance arrangements, assisting with preparing agendas and reports for Board meetings and the annual Member meeting; reporting to Companies House and the Charity Commission. Manage the risk register.
- Support the work of the 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. Ensure there is effective communication between Oversight groups, Board, member institutions and Bounds House teams.
- Manage the Federation's finances effectively, specifically monitor monthly payments and income with information from the Federation's accountants, sign off invoices within the authority given by Trustees, prepare budgets for approval, work with the Honorary Treasurer to liaise with our auditors for the preparation of annual accounts.
- Manage the Federation's Tier 4 immigration sponsor licence, ensuring compliance at all times with Home Office requirements, and authorising the issue of CAS numbers for students who wish to apply for a visa.
- Be the Prevent and Safeguarding lead, ensuring responsibilities are met and reporting is timely; undergo relevant training.
- Ensure that all policies and procedures are current and working effectively; review policies as necessary.
- In cooperation with the trustees, enact the Strategic Plan and make recommendations for future strategic direction.
- Oversee the Federation's publicity and communications.
- Take responsibility for the Federation's Health and Safety and for the maintenance of Bounds House.

## Person Specification

Person specification	Essential	Desirable
<b>Experience</b>		
Management and improvement of complex administrative processes	X	
Financial management, including budgetary control	X	
Good understanding of company and charity governance processes	X	
Academic administration		X
<b>Skills</b>		
Team leadership and line management, providing motivation and development of staff	X	
Excellent organisational skills	X	
Excellent written and verbal communication skills	X	
Ability to work under pressure and to identify, address and resolve difficult situations	X	
<b>Qualifications</b>		
Educated to at least first-degree level	X	
<b>Additional Requirements</b>		
Empathy with the academic and theological purpose and vision of the Federation		X

## Terms of Appointment

### Tenure and probation

The appointment will be made on a permanent basis, subject to satisfactory completion of a three-month probationary period. The probationary period may be extended for a further three months where appropriate.

### Hours of Work and Working Pattern

The hours of work for the position are 32 hours per week and can be worked within the whole week Monday to Friday, based on agreed flexible working arrangements.

### Pension

Subject to satisfactorily completing your probation period, you will automatically be enrolled to become a member of the Federation's pension arrangements.

### Annual leave

Full time employees are entitled to annual paid leave of 25 days plus public holidays. For reduced hours employees, annual leave will be pro rata'd based on days worked.

### General information

Pre-employment checks and right to work in the UK - we have a legal responsibility to ensure that you have the right to work in the UK before you can start working for the Federation.

If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

### Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post, you will be asked to provide your relevant original certificates of these qualifications.

### References

Offers of appointment will be subject to the receipt of satisfactory references. We will require two references, one of which is from your current or a former employer.

## Application Process

**Applicants should submit a CV and covering letter to Andrew Chamberlain, Acting Head of Central Services, at: [coo@thefed.cam.ac.uk](mailto:coo@thefed.cam.ac.uk) by Wednesday 31<sup>st</sup> May.**

Applications will be assessed as they are received so an early application is encouraged. We reserve the right to close the application process before the deadline date.

Conversations about flexible working are encouraged. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

If you have a disability which we might need to accommodate during the interview process please let us know this in your application. General informal enquiries are welcomed and should be directed to: Andrew Chamberlain at [coo@thefed.cam.ac.uk](mailto:coo@thefed.cam.ac.uk)