Head of Central Services (0.3FTE)

Job Profile

Job Title: Head of Central Services

Accountable to: The Head of Central Services is accountable to the CTF Board. Day to day oversight of the Head of Central Services’ work is undertaken on the Board’s behalf by the Director who chairs the Principals’ meeting.

Direct reports: University Liaison Officers (3); Head of Information Services; IT Manager; Executive Assistant, Finance Officer (to be appointed).

Key relationships: CTF Chair, Treasurer and Board, CTF Principals, Bounds House staff, OFS, accrediting universities.

Place of work: Bounds House, Cambridge

Hours: 0.3 fte. Core working hours are expected to be within 9:00am-5:30pm but there is flexibility around the precise hours and days worked, and some flexibility to weight hours towards term time where this would be desirable for the appointee.

Salary: £42,000 pro-rata, plus pension

Job Summary: The Head of Central Services enables effective operation of the CTF and coordination between its member institutions, including by facilitating coordination between: the award groups concerned with links with each of our three accrediting universities; the Principals of the 12 Houses; and the member institutions in regard to their shared teaching function. They manage the central staff of the CTF, namely those working in academic services, information services, and central services. They are also responsible for ensuring certain senior governance and administrative functions are undertaken.

Applications
The deadline for applications is 12noon on Thursday 28th April. Please send applications to: pa@ridley.cam.ac.uk. Applications should include a full CV, details of 3 referees and a cover letter referencing the job description and person specification. At least two references will be taken up before interview, please indicate clearly which of your referees you are happy for us to contact before interview. If you require us to contact you before getting in touch with your referees please detail that in your application. All applicants need to demonstrate that they have the right to work in the UK. The Cambridge Theological Federation 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. To arrange an informal conversation about the role, please contact pa@ridley.cam.ac.uk.

Interviews
10th May 2022 at Bounds House, Cambridge. Those invited to interview will be informed by email by the end of Wednesday 4th May 2022.
**Background: The Cambridge Theological Federation**

The Cambridge Theological Federation, formed in 1972, is an ecumenical collaboration between twelve colleges and institutions who together teach theology to 300 students in Cambridge and around the world. We currently have a total of 75 academic staff (including external supervisors and lecturers) and as such are one of the major providers of theological education in the UK. The member institutions together fund the Federation and through it are able to offer their students access to degrees through Anglia Ruskin University, Durham University and the University of Cambridge. You can read more about the Federation at [www.theofed.cam.ac.uk](http://www.theofed.cam.ac.uk).

The Federation’s governance structure is summarised below.

There is an annual Members Meeting which appoints the board, agrees the budget, receives reports and sets the Federation’s strategic direction. The members are the Principals of each of the twelve member institutions (“Houses”) and representatives of their governing bodies.

The board currently has five members: three Principals and two independent members. The board meets termly and meetings include the Head of Central Services, the Head of Information Services and the Chair of the Student Forum. The Head of Central Services is Company Secretary.

There is an oversight group for each of the universities that validate degrees. These are independently chaired and committee members include the Principals and Directors of Studies of the Houses who offer those degrees to their students, administrative staff and representatives of students who are taking those degrees.

The Federation employs a small central services team at its Bounds House office that provides administrative and information services support and is led by the Head of Central Services.

**Job description**

**Main Duties and Responsibilities**

1. Line Management of central CTF staff and oversight of Bounds House building maintenance, building an effective and harmonious team and ensuring all HR responsibilities are discharged appropriately.

2. Provide an effective secretariat to the CTF Board and subcommittees as required, including by
   a. Guiding the Chair and Board to ensure they are operating in accordance with all appropriate regulations and that the Board operates effectively
   b. Ensuring necessary reporting to Charities Commission and Companies House is completed in a timely manner
   c. Overseeing all policies and ensuring they are fit for purpose and comply with all external requirements
   d. Enable and ensure effective flows of information between all governance functions, member institutions and core CTF staff
   e. Attend and support the work of academic oversight groups and committees, ensuring good communication and effective coordination of workflows
   f. Oversee the CTF risk register, ensuring it is reviewed regularly

3. Day to day leadership of the operations of the CTF central team, including:
a. Ensuring the commitments made to Houses in their membership agreements are kept and acting as a first point of contact in respect of any concerns arising for House leadership.

b. Managing the CTF’s publicity and communications, ensuring publicity budgets are spent effectively in support of Houses’ recruitment of students.

4. Ensuring the CTF meets all regulatory and contractual requirements, including by:
   a. Acting as the Accountable Officer to the Office for Students, ensuring accurate and timely submission of returns and fulfilling all other OFS requirements
   b. Coordinating the timely preparation and submission of all quality assurance and external inspections, including QAA, Church of England’s PER and ASE, requirements of accrediting universities
   c. Managing the CTF student visa sponsor licence and oversee work to ensure compliance at all times
   d. Being the Prevent, safeguarding, and health & safety lead for the CTF

5. Negotiate and manage agreements with accrediting universities, including by ensuring that
   a. all parties’ obligations are met;
   b. the CTF’s reporting is accurate and timely;
   c. effective credit control is ensured

6. Oversee day to day financial management and planning, including:
   a. Drafting budgets for consideration by relevant stakeholders and approval by the Board
   b. Preparing the annual report and accounts with the auditors and ensuring a smooth and timely audit process
   c. Providing written commentary on the monthly management accounts to the Resources Committee to ensure their work is effective and well informed
   d. Preparing and presenting financial updates to Board meetings.
   e. Authorising payments
   f. Managing the accountants
   g. Managing student loans
   h. Ensuring timely transfer of funds to member institutions

**Person Specification**

**Essential**

1. Demonstrable ability to
   a. manage complex tasks including planning, co-ordinating, organising and implementing change;
   b. discharge the administrative responsibilities of the Head of Central Services to a very high standard, working with initiative and to deadlines;
   c. lead, develop and motivate a team of staff, delegating duties as required;
   d. manage compliance in the Higher Education regulatory environment applicable to a dispersed membership organisation;
   e. prepare financial reports, budgets, financial returns.

2. High level of financial competence and evidenced experience of preparing and managing budgets.
3. Excellent verbal and written communication skills, with the ability to communicate financial and governance issues to non-specialists effectively to enable robust and secure decision-making.
4. Strong interpersonal and organisational skills.
5. Evidenced practical understanding of corporate governance.
6. Discretion, diplomacy and the ability to work effectively at a senior level across a membership organisation.
7. Ability to prioritise tasks and to manage time and people effectively to ensure the smooth running of the CTF across the annual cycle of business.
8. Willingness to work actively to support the objectives, ethos and values of the CTF, with the ability to make those values visible in day to day operations.

Desirable

9. Degree in a relevant subject or relevant professional qualification.
10. Knowledge of company and charity law.
11. Experience of Higher Education administration.
12. Understanding of religious organisations.

All applicants need to demonstrate that they have the right to work in the UK. The CTF 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.

Conditions of service

1. The anticipated start date is 1 September 2022
2. Salary is £42,000 per annum pro-rata, this is £12,600 per annum for a 0.3 post.
3. Staff are entitled to 25 days holiday each year (pro-rata), plus public holidays. This is 7.5 days each year for a 0.3 post.
4. After three months in service the appointee would be entitled to join the non-contributory pension scheme.
5. Other benefits include access to the Cycle to Work bicycle purchase loan scheme and a free CamCard (local discounts and access to Cambridge libraries, colleges etc.)

Proposed post of Finance Administrator

The appointee will be invited to be part of the process of finalising the job specification for and appointing a Finance Administrator (0.2 or 0.3FTE, TBC), with the following indicative responsibilities:

- Administer day to day financial management of the CTF, including:
  - Payroll and pensions
  - Monthly invoices
  - Accrediting university reconciliations
  - Student loans administration and reconciliation
  - Student number reconciliation
- Support Charity Commission reporting
- Maintaining a calendar for policy updates and ensuring reviews are undertaken and updates approved accordingly
- Ensure compliance requirements of the CTF student visa sponsor licences are up to date at all times
• Ensure regular updating of the CTF risk register is carried out
• Providing administrative support in publicity, including by drafting and placing advertisements