

REGENT'S PARK COLLEGE, OXFORD

Tutorial Fellowship and Director of the Centre for Baptist Studies with effect from 1 September 2019 or as soon as possible thereafter

Overview of the Post

Regent's Park College seeks to appoint a Tutorial Fellow who will act as Director for the re-launched and renamed Centre for Baptist Studies (currently the Centre for Baptist History and Heritage). The Fellow will offer undergraduate teaching in their discipline, engage in research, and share in administration and leadership within the College. The College will consider applications from a range of academic backgrounds and disciplines, including theology (and any of its sub disciplines), history, and sociology. The Fellow should have research expertise in Baptist studies or a related field, and a record of publication commensurate with their stage of career. They must be ready to offer graduate supervision as well as undergraduate teaching for one of the courses offered by the College (see below). The Fellow will also share in the pastoral care of students.

Regent's Park College

Regent's Park College is a small friendly community, a Permanent Private Hall of the University of Oxford (see Appendix 1 for further details). It has about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 50 postgraduates and 25 candidates on courses for ministry, and a further 15 FTE visiting students who come for between one and three terms as part of their home degree, mostly from the USA and the EU. About 20 full-time staff and a number of part-time staff provide the academic, administrative, and library resources for the College.

The College has a cohort of students on ministry courses, principally the BTh (together with its associated Diploma and Certificate) and the MTh in Applied Theology. It also admits undergraduates to the following BA courses:

- Theology and Religion; Philosophy & Theology; and Religion & Oriental Studies;
- History; Ancient and Modern History (AMH); and the joint schools of History & Economics; History & English; History & Politics;
- English Language and Literature; and Classics & English;
- Classics; and Classical Archaeology and Ancient History (CAAH);
- Philosophy, Politics and Economics (PPE);
- Geography;
- Law (Jurisprudence).

The College is situated in the centre of the city, close to many of the University's resources, the bus and train stations and shopping facilities. During the summer vacation there is a very active conference programme with participants from around the world.

Duties of the Director of the Centre for Baptist Studies and Tutorial Fellow

These duties may be varied as the needs of the College and its students develop.

Centre Director (see attached paper on the Centre for Baptist Studies)

1. The Fellow will be the Director for the Centre for Baptist Studies, and have some discretion (in consultation with colleagues) in determining the Centre's future research agenda and general development.
2. As Director, the Fellow will be responsible for the Centre's programme of events and for raising the profile of the Centre with appropriate stakeholders.
3. The Director will work with colleagues to identify scholars who may be invited to be associated with the Centre and also network with those whose support and expertise may be valuable for the Centre's work.
4. The Director will be available to supervise graduate students in their field of expertise (subject to the approval of the relevant Faculty).
5. The Fellow will have a 25% reduction in teaching stint because this proportion of their time is nominally allocated to the centre and its activities.

Teaching

1. The tutor may be required to teach in their field of academic interest for a maximum of 9 tutorial or seminar hours per week during term (on average over the year). Most of the teaching required will be in the form of tutorials and small seminars. Teaching may be for students on BA courses, or, if appropriate, ministerial courses for undergraduates or graduates.
2. The Fellow will participate in the undergraduate admissions process for the appropriate schools, and in interviewing those applying for ministerial courses.
3. The Fellow may be asked to offer work for the Faculty of which they are a member, such as examining, or giving occasional lectures/series, but they are not required to do so. The Fellow may also be invited to supervise graduate students by their Faculty. Teaching or supervising for the Faculties is usually considered to be over and above College stint and is remunerated separately by the Faculty, as is examining.

Other Responsibilities

1. The Fellow will be expected to engage actively in research and publication in their field, and may apply for one term's Sabbatical leave normally every ninth term (on full salary) in order to enable this.
2. The Fellow will be expected to contribute to the cultivation of the College's academic community through activities such as participation in the Senior Research Seminar and offering occasional seminar papers or lectures within College, such as under the auspices of the College's research Centres.
3. The Fellow will be expected to take a share in College administration and governance, including participating in the Fellows' meeting and in its sub-committees as appropriate. In due course the Fellow will be expected to take up one of the major administrative portfolios such as that of Senior Tutor, Tutor for Graduates, Tutor for Admissions, or Dean. The Fellow will also be expected to make themselves available for election to the College's trustee body, the Governing Body, as a representative of the Fellows. The Governing Body usually meets once per term. All Fellows are members of the College's Council, which usually meets once per year.
4. The Fellow will have pastoral care of a group of undergraduate students as Personal Tutor, and will act as Advisor for a group of graduate students.

5. Outside full term in Oxford (3 x 9 weeks), the Fellow is expected to participate in events and programmes organized by the College from time to time, either onsite or elsewhere, in a way appropriate to their expertise and qualification. A flexibility of approach and commitment to teamwork is required.

Structure of responsibility

1. The Tutorial Fellow reports to the Principal, to whom they are responsible for day-to-day work in College. They are finally accountable to the Governing Body of the College.
2. The Fellow is a member of the Fellows' Meeting, which advises the Principal. They are also eligible to be elected to the College's trustee body, the Governing Body. All Fellows are members of the College Council, although their voting rights on Council and Governing Body are controlled by the regulations of the Charity Commissioners.
3. The Fellow will be nominated for membership of one of the University's Faculties or Departments, as appropriate for their field of academic activity. The College does not have the power to confer this membership.

Terms of Appointment

In general, the terms of appointment are shaped by the particular nature of the College and its 'mission', as explained in the first section.

1. This full-time appointment carries an 'open contract'. However, it is subject to confirmation after a probationary period of two years, and also subject to reviews at periods of six years.
2. The salary for this post in 2018-19 terms is up to £41,155 which *includes* a housing allowance of £7,286. The particular nature of the College is reflected in the fact that there is no graduated salary scale, but the salary is reviewed annually for cost of living increase.
3. The College will pay the required percentage of the Fellow's salary into the Universities Superannuation Scheme. The College's Governing Body agreed in 2011 to adopt the University's Employer Justified Retirement Age policy, which currently specifies retirement for academic staff at the end of the academic year during which their 68th birthday occurs. For an explanation of this policy please see: www.admin.ox.ac.uk/personnel/end/retirement/reviseddejra/revaim/.
4. The Fellow will be provided with an office furnished with appropriate equipment which will be considered their normal place of work.
5. The Fellow will have the right to dine in College when meals are available to staff, up to five lunches and five dinners per week. The Fellow will be a member of the Senior Common Room (which currently has a member's charge of £25 per term).
6. The holiday entitlement is 30 days plus 8 bank holidays a year. The two May bank holidays are normally worked because they fall in Trinity Term and a day in lieu for each taken outside of term time. Holiday is not normally permitted during term time.
7. In the event that the Fellow be granted a joint appointment with the University/Faculty, the College will add an amount to the University salary to provide a total salary not less than the level described above. In addition, the College will pay an emolument in recognition of duties beyond those required from Fellows who are not University post-holders.

8. The post is subject to a probationary period of two years. There will be an interim review at the end of the first year, and a final probationary review during the Fellow's fifth term in office.
9. Following the probationary period, all members of staff are given the opportunity to meet at least once every two years with their line manager for a performance review. Although not mandatory, all staff are encouraged to take advantage of this opportunity to discuss their job description, professional development and training opportunities.

Person Specification and Selection Criteria

The successful candidate will demonstrate the following in application and at interview:

Essential

Candidates must

1. Have a doctorate in their academic field, or be sure of completing one by 30 September 2019;
2. Have a research and publication record in their field commensurate with this position and the stage of their career;
3. Be able to demonstrate efficiency in administration;
4. Be flexible and willing to work in a team in a small College community;
5. Be able to offer pastoral support to students;
6. Demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, a commitment to engaging in some academic research into aspects of that relationship, and a willingness to work on inter-disciplinary projects with the Tutors in theology (see Appendix 1);
7. Have the right to work in the UK indefinitely (see below).

Desirable

It is desirable that candidates

1. have experience of teaching university undergraduates;
2. have knowledge of Oxford's academic context and practices;
3. have experience of working with graduate students in teaching or supervision;
4. be familiar with Baptist life and networked with Baptist theologians, historians, and others.

Application procedure

1. Persons considering applying who would like an informal conversation with the Principal about the post may arrange such a conversation by contacting the Principal's Personal Assistant at fiona.floate@regents.ox.ac.uk.
2. Applications are welcome from all suitably qualified candidates, including women and black and minority ethnic candidates who are under-represented in academic posts in Oxford.
3. Candidates should address a letter of application to the Principal explaining how the applicant believes that they meet the selection criteria specified.

4. The letter and CV should be sent with the Equal Opportunities Monitoring Form to the Personal Assistant to the Principal by 12 noon on Friday 8 March 2019 in electronic or hard copy.
5. Interviews will be held between Tuesday 26 and Friday 29 March 2019.
6. The preferred starting date for the post will be 1 September 2019.

Selection process

Applications for this post will be considered by a selection panel comprising the Principal, two other College academic staff, a nomination from the College's Governing Body, and a representative of an appropriate University Faculty or Faculties. Candidates invited for interview will be asked to make a presentation to a group including students and staff which will offer feedback to the panel, and they will be given the opportunity for informal conversation with members of the College community. The selection panel is responsible for conducting all aspects of the recruitment and selection process, and will be authorized by the College's Governing Body to make the appointment. No offer of appointment will be valid until and unless a formal contractual offer has been made. The appointment will be subject to satisfactory completion of a medical questionnaire and provision of proof of the right to work in the UK.

Equal Opportunities Statement

The policy and practice of the College and the University of Oxford require that all staff are offered equal opportunities within employment and that entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. Where suitably qualified individuals are available, selection committees will contain at least one member of each sex.

For monitoring purposes we ask that the attached form be completed and returned in a sealed envelope.

Documentary proof of right to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. We therefore ask applicants to provide proof of their right to work in the UK before employment can commence. Normally passport with relevant visa, residence permit or EEA ID card suffice. Do not include these documents with your application. You will be sent a request for the relevant information at the appropriate point in the selection process.

Eligibility to work in the UK

Applicants who would need a work visa, if appointed to the post, are asked to note that under the UK's new points-based migration system they will need to demonstrate that they have sufficient points, and in particular that:

- (i) they have sufficient English language skills (evidenced by having passed a test in basic English, or coming from a majority English-speaking country, or having taken a degree taught in English) and

(ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at:

<http://www.ukba.homeoffice.gov.uk/workingintheuk/tier2/generalarrangements/eligibility>

Valid NI number

The College is required by HM Revenue and Customs (HMRC) to have a valid national insurance (NI) number for payroll purposes and we request that a valid national insurance number is provided before commencing employment. If applicants are not currently in possession of a valid national insurance number, they should apply without delay to HMRC. For further information please see the HMRC website at <http://www.hmrc.gov.uk/ni/intro/number.htm>.

Appendix 1: The nature of the College

Regent's Park College was founded in Stepney, London, in 1810, incorporating a Baptist Education Society formed in 1752. It became a Permanent Private Hall of the University of Oxford in 1957, with full rights to matriculate undergraduate and postgraduate students in the University and with its Fellows as teaching members of the University Faculties.

The College admits undergraduates to read for the B.A. degree in a range of Arts subjects, including and especially theology or a joint degree of philosophy with theology. Other specializations within undergraduate degrees are English, PPE, History, Classics, Law and Geography. It also admits a number of postgraduates each year to read for masters and doctoral degrees in the Humanities and Social Sciences.

As a Baptist foundation holding membership in the Baptist Union of Great Britain, an indispensable part of the work of Regent's Park College is the training of candidates for the Baptist ministry in the United Kingdom and abroad, through both residential and church-based courses.

The College is committed to enabling all students who so desire to make connections between faith and their academic interests. The tutorial staff is fully ecumenical in its membership. The nature of the College also means that it is interested in developing an inter-disciplinary approach to the Arts, including theology consistently within this field; the statutes of the College thus state that: "All persons to be appointed to Official Fellowships or Research Fellowships in academic disciplines other than theology must be able to demonstrate an interest in exploring the relationship between their subject and Christian theology and ethics, a commitment to engaging in some academic research into aspects of that relationship, and a willingness to work on inter-disciplinary projects with the Tutors in theology."

Hilary Term 2019