REGENT’S PARK COLLEGE, OXFORD

Research Fellowship and Director of the Oxford Centre for Religion & Culture (part-time)
with effect from 1 October 2019 or as soon as possible thereafter

Overview of the Post

Regent’s Park College seeks to appoint a part-time Research Fellow who will act as Director for the re-launched and renamed Oxford Centre for Religion and Culture (currently the Oxford Centre for Christianity and Culture). The Director will engage in research appropriate to their field of study and will offer leadership to the reimagined Centre, working with colleagues to encourage and develop interdisciplinary research between Theology and Religion and other disciplines, especially the Arts, Humanities and Social Sciences. The Director will sit on the College’s Research Committee and help formulate the College’s Research activity. They will be nominated for membership of the Faculty of Theology and Religion (or another Faculty appropriate to their discipline).

The College will consider applications from a range of academic backgrounds and disciplines, including Theology and Religion (and any of its sub disciplines), Humanities and the Social Sciences. The Fellow should have research expertise in Theology and Religion or a related field, and a record of publication commensurate with their stage of career. There may be opportunity, if the Fellow so wishes and where appropriately qualified, to contribute to graduate teaching or supervision and/or ministerial formation (remunerated separately).

Regent’s Park College

The University of Oxford comprises 38 Colleges and 6 Permanent Private Halls collectively associated with the academic departments and central offices. Regent’s Park College is the largest of the Permanent Private Halls with about 170 full-time students and 40 who are part-time. These include about 110 undergraduates, 50 plus postgraduates, around 25 candidates on courses for (Baptist) 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 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 50 or so post-graduate students work in a somewhat wider range of disciplines and are enrolled for 1, 2 or 3 year programmes. The College occupies an historic site in Oxford on the corner of St. Giles and Pusey Street, an advantageously central location between the Ashmolean Museum and the University’s Radcliffe Observatory Quarter. Regent’s Park College is committed to academic excellence and has a reputation as a friendly and supportive community. For more information about the College see Appendix 1.
Duties of the Director of the Oxford Centre for Religion and Culture and Research Fellow

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

**Centre Director** (see attached paper on the Oxford Centre for Religion and Culture)

1. The Fellow will be the Director for the Oxford Centre for Religion and Culture, 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 oversight and coordination of 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 researchers 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 seek to engage various aspects of College life with the work of the Centre, with a particular emphasis on developing links with post-graduate students and early career academics.

**Research Fellow**

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 normal 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.

**Teaching**

1. 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.
2. The Fellow may be able to contribute to the College’s Ministerial Formation Programme or teach Visiting Students both of which would be separately remunerated by the College.

**Other Responsibilities**

1. 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 Research 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 College Research Committee. They are not eligible to be elected to the College’s trustee body, the Governing Body.
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 post may be appointed either as a quarter-time (0.25 FTE) or as a 1 day a week (0.20 FTE) and the appointment is for three years in the first instance, but may be renewable dependant on available funding. However, it is subject to confirmation after a probationary period of one year, and also subject to review at periods of three years.

2. The salary for this post in 2018-19 terms is up to £10,389 (0.25) or £8,231 (0.2) which includes a housing allowance. 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, revised November 2017, which currently specifies retirement for academic staff at the end of the academic year during which their 69th birthday occurs. For an explanation of this policy please see: www.admin.ox.ac.uk/personnel/end/retirement/revisedejra/revaim/.

4. The College is not able to offer an office, but ‘hot-desking space’ may be available, and a laptop computer will be provided.

5. The Fellow will have the right to dine in College when meals are available to staff, up to two lunches and two 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 (pro rata). 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 one year.

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 at least an undergraduate degree in Theology or Religion and 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. 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 other colleagues (see Appendix 1);
6. Have the right to work in the UK indefinitely (see below).

**Desirable**

It is desirable that candidates

1. have knowledge of Oxford’s academic context and practices;
2. have experience in participating in and/or running a research centre;
3. have an interest in/experience of Religion and Public Life and/or Policy.

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 19 July 2019 in electronic or hard copy.
5. Interviews will be held between Monday 29 July and Friday 2nd August 2019
6. The preferred starting date for the post will be 1 October 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, 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.

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.”

Trinity Term 2019