

REGENT'S PARK COLLEGE, OXFORD

Tutor in Community Learning (part-time) with effect from 1 July 2020

Overview of the Post

Regent's Park College seeks to appoint a new Tutor in Community Learning to oversee and develop the work of College in providing Christian theological education in partnership with the surrounding Associations to support Baptist churches. This currently focuses on provision of the *Footsteps* courses run in Thatcham and Milton Keynes, but would include broader possibilities for development. This tutor will have a particular relationship with Southern Counties Baptist Association and Central Baptist Association, but may also have some links with Heart of England Baptist Association and East Midlands Baptist Association.

This is a three-year 0.5 appointment in the first instance.

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.

Regent's Park College is also a member of the Baptist Union of Great Britain and the Southern Counties Baptist Association. Current members of staff are involved in the regional and national life of the denomination. Its charitable objects express the commitment the College to theological education, ministerial formation, and to 'supporting life-long Christian learning amongst members of Christian churches and in particular among members of Baptist churches.'

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 Tutor in Community Learning

- To be Course Director for the *Footsteps* Course, run in partnership with Southern Counties Baptist Association and Central Baptist Association over ten Saturdays each year. The content is delivered by a team of trainers, including the Course Director, supported by other volunteers involved in both practical and pastoral issues.
- To promote, administer, and where appropriate teach, on other one off courses and training opportunities developed mainly in SCBA and CBA.

- To relate to SCBA and CBA, and their regional ministers, on matters of Community Learning
- To relate to HEBA and EMBA on matters of Community Learning as appropriate.
- To relate to the other Baptist Colleges and to BUGB in matters of Community Learning
- To work with, and oversee, those completing portfolios to be recognised Lay Preachers and Lay Pastors in Central Baptist Association, or to be Regionally Recognised Leaders in Southern Counties Baptist Association.

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.

- This is initially a three-year 0.5 appointment, after which the role will be reviewed. It is also subject to confirmation after a probationary period of one year.
- The Tutor in Community Learning will be responsible to Anthony Clarke, Tutor in Pastoral Studies.
- The salary for this post in 2019-2020 terms is £14,700 (FTE £29,400). 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.
- The College will pay the required percentage of the tutor's salary into the Oxford Staff Pension Scheme or Baptist Pension Scheme, as appropriate. The College's Governing Body agreed in 2011 to align with the University's retirement age policy and adopted a parallel 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. A copy of this policy is available from the Principal's office on request.
- Due to the nature of the job there will be no permanent office in College, but a laptop, and printer will be provided. It may be possible to book access to college rooms or use a desk in the library from time to time.
- The Tutor will have the right to dine in College when meals are available to staff, up to two meals per week.
- The holiday entitlement is 12.5 days per year (FTE 25 days) plus 8 bank holidays a year.
- 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

The successful candidate will be:

- Able to take initiatives and think creatively as well as work closely with others
- Theologically educated and be able to think theologically
- A good communicator, able to teach and to enthuse others for learning and preferably have some experience of teaching adults
- Able to relate well to colleagues and offer some pastoral support to participants on the courses

- Willing to work some weekends and evenings as part of the core commitment
- In possession of a full driving licence and use of a car (mileage allowance payable).

Application procedure

1. Persons considering applying who would like an informal conversation with the Tutor in Pastoral Studies about the post may arrange such a conversation by contacting the Principal's Personal Assistant at fiona.floate@regents.ox.ac.uk.
2. Candidates should address a letter of application to the Tutor in Pastoral Studies explaining how the applicant believes that they meet the selection criteria specified.
3. 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 20 March 2020 in electronic or hard copy.
4. Interviews will be held on 6, 7, or 8 April 2020.
5. The preferred starting date for the post will be 1 July 2020.

Selection process

Applications for this post will be considered by a selection panel comprising the Principal, the Tutor in Pastoral Studies and representatives from Southern Counties Baptist Association and Central Baptist Association. The selection panel is responsible for conducting all aspects of the recruitment and selection process, and will be authorised 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.'