

Vice-Principal

St Chad's College, Durham University

Employer: St Chad's College, Durham

Location: Durham City

Grade: 8

Position Type: Full Time

Contract: Permanent

Closing Date: 2nd May 2022

About St Chad's

St Chad's is a distinctive, independent college within Durham University. A separate registered charity with its own governors, its origins date back to 1904 when it was created as a Church of England foundation to enable the ordination of clergy. Today it is a vibrant progressive academic community of over 600 students, including 150 postgraduates. With a foundation rooted in the Anglican tradition, St Chad's welcomes students of all faiths, cultures, nationalities, and backgrounds. Its culture is friendly, inclusive, curious, and forward thinking.

St Chad's historic college buildings are situated on a World Heritage Site, adjacent to Durham Cathedral. Students and staff work side by side, sharing the life of a multi-generational and interdisciplinary scholarly community. The College has a strong tutorial system with a team of over 50 College Tutors. St Chad's students are high achievers, regularly securing the highest academic results among the Durham colleges. Outside undergraduate term-time, St Chad's runs commercial events and conferences.

Following the departure of the Vice-Principal and Senior Tutor, and the forthcoming retirement of the Vice-Principal and Postgraduate Director, St Chad's seeks, in the context of a re-shaped senior management team, to appoint a Vice-Principal to work as a senior leader within our small College Officer team.

This role requires an exceptional individual, who is able to motivate and inspire staff and students, help set the tone for the St Chad's community and be a prominent ambassador for the College within and beyond Durham University.

The successful candidate will demonstrate strong academic credibility, excellent pastoral qualities, empathy for the origins and Christian values of St Chad's, and a commitment to contributing to the social justice ethos that underpins the College.

Job Description

Responsibility for all aspects of College life rests with the Principal who is assisted by the College Officers working as a team. The Vice-Principal will carry much of the responsibility for the day-to-day student-facing side of College life leading a team with oversight of student support and student enrichment including our student widening participation and schools programmes. The Vice-Principal will help to foster a stimulating and supportive environment in the College for academic study, social interaction, and student enrichment, and will be responsible for supporting the College's tutorial system and allied academic matters. They will also be encouraged to

contribute to all aspects of the College's operations and life and will be required to work flexibly and take part in evening and weekend events on a regular basis.

The Vice-Principal will assist the Principal in developing the College as an outstanding place of excellence for research and scholarship, as well as student learning and personal development. They will contribute to the continuing development of vibrant and active Junior, Middle and Senior Common Rooms. The Vice-Principal will support the Principal in building a lifelong College community, and mobilising the resources of the College alumni. The Vice-Principal will deputise for the Principal at College and other events as necessary.

Responsibilities

Key areas of responsibility include:

- To work with the Principal to lead a cohesive and distinctive multidisciplinary, international and inter-generational educational community with an outstanding and imaginative student enrichment programme. The Vice-Principal will support the development of structures, procedures and initiatives for maximising student personal development (for example, the College's Intern:NE scheme), and foster a vibrant and distinctive community in which students are able to grow and develop in confidence - academically, socially, ethically, and culturally.
- To support the Principal and fellow College Officers as part of the College Senior Management team in contributing to and implementing the College's Strategic Plan. This will involve responsibility for leading on academic initiatives (including building a strong research culture) and engaging with students, university staff and visiting scholars.
- To co-ordinate and oversee an outstanding student support and welfare response to St Chad's students, including appropriate liaison with academic departments on the monitoring of academic progress and concessions; to refer students as necessary to the appropriate support or professional service where personal problems require specialist intervention.
- In consultation with the Principal, to provide high-quality line management and role support for the two Grade 7 Assistant Principals.
- To be responsible for the College's processes of admission for undergraduate and postgraduate students, including Open and Visit Days, liaising with the University about quotas, and being responsible for College recruitment and admissions communications, including via the St Chad's Website and social media channels.
- To support the Principal in the sustaining of effective junior, middle and senior common rooms in order to enhance the College as an educational community.
- To provide strategic leadership for the College's work in Widening Participation and schools outreach, including the College's established AIM programme and School Visit Day programme, to ensure the effective recruitment and allocation of incoming students from as diverse a range of educational and socioeconomic backgrounds as possible.
- To be proactive in developing strong relationships with a wide variety of external stakeholders in the region for the purposes of the College's Intern:NE scheme, student volunteering opportunities, and Widening Participation.
- To assume responsibility for the arrangements for the allocation of student accommodation including liaison with the JCR on the annual room allocation for new and continuing students.
- To assume responsibility for planning and managing the College's Induction programme.
- To convene, service, attend and chair meetings in College as requested by the Principal.
- To prepare reports for and attend meetings of the College governors.

- To represent the College at relevant university committees.
- To prepare references for students for accommodation or employment.
- To assist with alumni relations and donor stewardship as required.
- As a College Officer, to be an integral and visible part of the College Community.
- To report regularly on student matters to the Principal.
- To participate in the duty rota for the provision of Emergency Cover during term-time and vacations, and to participate fully in emergency planning.
- To undertake such other duties as may from time to time be allocated by the Principal, commensurate with the level of responsibility of the role.
- To accept responsibility, in conjunction with fellow College Officers, for managing the College in the absence of the Principal.

Person Specification

Essential

- A higher degree and a track record of achievement in a recognised academic field.
- Demonstrable evidence of success in the leadership, management, administration and delivery of academic initiatives.
- Understanding of higher education in the UK and an appreciation of the role of colleges in a collegiate University.
- Demonstrable evidence of excellence in the pastoral support and awareness of mental health needs of students or young people, including an understanding of key policies around Safeguarding, confidentiality and appropriate boundaries.
- A demonstrable ability to engage regularly with undergraduate and postgraduate students, alumni, and members of the SCR.
- Excellent interpersonal and communication skills and an ability to meet the needs of diverse groups of students.
- Evidence of working effectively with a range of stakeholders to meet the needs of a complex organisation.
- Experience of building and developing relationships with a range of internal and external stakeholders, and partners with the ability to maintain effective working relationships.
- Ability to negotiate and influence a wide range of people.
- Ability to work independently and outstanding team working skills.
- Willingness to work evenings and weekends (including regular attendance at formal dinner) to support the delivery of college activities and initiatives.
- Experience of working with Microsoft 365 Applications and other relevant software

Desirable

- Familiarity with the Durham (or similar) collegiate system.
- Experience in supervising or advising students.
- Experience of working with issues of disability.
- Experience in teaching in Higher Education, or in design/delivery of training.
- An established track record of success in academic research.

- Proven experience of an understanding of the needs of students from minority groups and a commitment to issues of diversity and internationalisation.
- Familiarity with University admissions, induction, academic concession and academic appeals processes.
- Familiarity with the needs of a range of students: undergraduate, postgraduate, home and overseas.
- IT competence
- Website editing skills
- Experience in communicating effectively via social media

Salary and Benefits

Salary

Salary will be within Grade 8 of the Durham University pay scale (£42,149 - £50,296)

Pension

The postholder will be entitled to join the College's occupational pension scheme which is currently the Universities Superannuation Scheme (USS).

Meals

Collegiate meals are provided free of charge in the college communal dining rooms in term-time for the better performance of college duties.

Holidays

The post holder is entitled to 30 days annual holiday plus 8 statutory holidays in addition to up to 4 additional customary holidays to be taken on dates specified by the College, which are normally between Christmas and New Year.

Probation

Employment at St Chad's is subject to satisfactory completion of a six month probationary period. The College reserves the right to extend this period at its discretion.

How to apply

A covering letter with full curriculum vitae, and the names, addresses, e-mail addresses, and telephone numbers of three referees should be sent to the Academic Officer Administrator, Susan Mather at susan.mather@durham.ac.uk by 12 noon on May 2nd 2022.

For informal enquiries, contact the Principal, Dr Margaret Masson, at m.j.masson@durham.ac.uk

Interviews will be held in the week commencing 23rd May