



Lincoln College

UNIVERSITY OF OXFORD

FURTHER PARTICULARS

Job Title:	Clerk to the Trustees
Contract Type:	Permanent, 37.5 hours per week
Salary Scale:	£45,585 – £54,395 per annum (equivalent to Grade 8 on the University of Oxford pay scale). Entry point to be determined by level of experience.
Responsible to:	Rector
Responsible for:	Rector's PA
Benefits:	Six weeks' paid leave, pro rata, in each year on the basis of one week at Christmas and the remainder to be taken at such time or times as shall be mutually convenient, and agreed in advance with the Rector. In addition, extra leave days are awarded with length of service. Ideally, holidays are not to be taken during term time; however, requests will be considered on a case-by-case basis. Enrolment in the Universities Superannuation Scheme (USS). Membership of the College's private healthcare scheme. Free lunches when on duty Other benefits include; access to an Employee Assistance Programme, the College Cyclescheme, and discounts through the Oxford University card.

The College

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Rector and Fellows. Lincoln has 600 students in residence, of whom around half are graduates. The College is also a popular choice for both undergraduate and graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to University libraries and the University's departments and Faculty buildings. More information on the College can be found on its website, www.lincoln.ox.ac.uk.

The Role

The Clerk to the Trustees is a new role. It has been created to help support the College's good governance and to assist with strategic planning. The successful candidate will be at the heart of the College's administration taking on a role that is both challenging and varied. The post brings opportunities to co-operate with colleagues in the other departments of the College and to liaise with colleagues from many departments in the wider University of Oxford. The successful applicant will possess skills and experience in a wide range of aspects of planning, administration, and compliance. The Clerk will balance day-to-day administrative matters with long-term planning and will work closely with the Rector and members of Governing Body, as well as College committees and external bodies, to improve governance.

The post may suit a candidate who has experience in university or other charity administration, the law, civil service, or regulatory bodies.

Key responsibilities

The main duties of the role will include, but will not be restricted to the following.

1. Servicing the Governing Body

Lincoln College is an independent and self-governing charity, having a charter approved by the Privy Council. The Governing Body is the board of Trustees of the College. It comprises 37 Fellows, of which approximately 33 of which are Tutorial Fellows, responsible for the education of the undergraduate students of the College. Governing Body is responsible for the management and finances of the College as well as its staff and relations with alumni; it meets three times in each of the University terms. The Clerk to the Trustees will prepare the agenda for each meeting, will take the minutes, and will coordinate and track any actions arising from it. To assist with the latter, the Clerk to the Trustees will arrange, attend, and minute meetings of the Rector's Group, a regular meeting of the College Officers. The Clerk will ensure that Governing Body papers and minutes are indexed in a searchable format and correctly archived.

2. Servicing the Audit, Risk, and Governance Committee

This is a new independent advisory Committee to the Governing Body. The Clerk to the Trustees will take minutes at the meeting and coordinate and track any actions arising from it.

3. Servicing the Remuneration Committee

This is an independent advisory Committee to the Governing Body. The Clerk to the Trustees will take minutes at the meeting and coordinate and track any actions arising from it.

4. Servicing the Nominations Committee

The Nominations Committee oversees appointments to College Committees and to College Offices; it also annually identifies persons appropriate for election as Honorary Fellows. The Clerk to the Trustees will arrange its meetings, prepare the agenda for each meeting in consultation with the Rector, take minutes at it, and coordinate and track any actions arising from it.

5. Servicing the Planning Committee

The Planning Committee identifies goals consistent with the attainment of the College's general objectives and the provisions of its five-yearly Strategic Plan, by recommending specific strategies towards their achievement. The Clerk to the Trustees will arrange its meetings, prepare the agenda for each meeting in consultation with the Rector and Bursar, take minutes at it, and coordinate and track any actions arising from it.

6. Keeping the By-Laws up to date

The College has two sets of governing documents, the Statutes, which can only be changed by application to the Privy Council, and the By-Laws, which record the processes and policies of the College, and which are amended and updated by Governing Body. The College is currently in the process of reviewing both sets of documents. The Clerk to the Trustees will assist with this review process. The post-holder will also be responsible for ensuring that the new By-Laws are kept up to date: so that any decisions of Governing Body are recorded in the By-Laws and that any conflicts with existing By-Laws are addressed and resolved.

7. Trustees' training and Fellowship renewals

The Clerk to the Trustees will coordinate the training for new Trustees and will ensure that they understand their role as Trustees and members of Governing Body. The post-holder will be responsible for ensuring that Fellowships are reviewed, renewed, and confirmed, according to the regular schedule.

8. Ensuring policies are reviewed by committees on a regular basis

The Clerk to the Trustees will, in consultation with the College Officers and by working through the College's various committees, establish a review cycle for its Policies to help ensure that these are kept up to date and are legally compliant.

9. Ensuring committees are reviewed on a regular basis

The College reviews its committees on an annual basis to ensure that they are functioning well and able to conduct their business effectively. The Clerk to the Trustees will administer this process.

10. Assistance with strategy and planning

The Clerk to the Trustees will assist the Rector with strategic planning by, amongst other things, undertaking research, and producing reports.

11. Compliance monitoring

The College's activities are overseen by a number of regulatory bodies, including the Charity Commission. The Senior Tutor and the Bursar are responsible, respectively, for monitoring compliance in educational matters and financial matters. The Clerk to the Trustees will assist the Rector in ensuring that the College meets its other regulatory duties, including the Prevent Duty and follows, where appropriate, Charity Commission guidance.

12. Freedom of Information

The Clerk to the Trustees will log and administer Freedom of Information requests and coordinate the College's response to them, reporting these to Governing Body.

13. Management

The Clerk to the Trustees will have responsibility for the smooth running of the Rector's Office, including the line-management of the Rector's Personal Assistant.

14. Assistance to the Rector and College Officers

This list is not exhaustive, and the Clerk to the Trustees will be expected to undertake any other duties as reasonably directed by the Rector and College Officers (the Sub-Rector, Bursar, Senior Tutor, and Development Director).

The Candidate

The ideal Clerk to the Trustees will have the following attributes:

Qualifications:

- Degree-level education, or equivalent.

Experience and knowledge:

- Experience of report-writing and preparation of policy and procedural documents.
- Experience of managing administrative staff.
- Experience of reviewing and implementing new administrative processes.
- Excellent working knowledge of IT, including Microsoft Office applications, manipulating spreadsheets, handling databases, and preparedness to learn new applications as required.

Skills:

- Strong analytical skills.
- Excellent written and oral communication skills.

- Excellent administration skills.
- Facilitating decision-making.
- Understanding of the governance of the College and its relationship to the University.
- Understanding of the demands of confidentiality and the ability to behave with tact and discretion in dealing with confidential and sensitive matters.
- Adaptability and the ability to solve problems, exercise judgement, and take the initiative.
- Excellent interpersonal skills and the ability to build relationships at all levels both internally and externally.
- Ability to work independently and as part of a team.
- Ability to work under pressure and prioritise effectively to meet deadlines.
- The successful candidate should be prepared to undertake training to equip him or her to discharge the job.
- Proven ability to progress matters in complex organisations and without line-management authority.

Application Process

Please submit the following materials by the closing date of **midday 1st August 2024**.

- A completed Application Form (available on the College website) including the names and contact details of two referees, **one of whom must be your current or most recent employer**. We shall assume that we may approach the employer at any stage unless you tell us otherwise.
- A covering letter, explaining your interest in the post and demonstrating how, by your skills and experience, you meet the requirements of the person specification.
- An up-to-date CV.

The position may be discussed further with the XXX. Any enquiries related to the application process should be directed in the first instance to the HR office: hr@lincoln.ox.ac.uk

Data Protection

Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy.

Equal Opportunities

The policy and practice of Lincoln College require that all staff are afforded equal opportunities within employment. Entry into employment 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.

This documentation is available in large print, audio or other formats on request.