



APPOINTMENT OF HEAD OF REGULATION & TRANSFORMATION

August 2020

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Introduction

Thank you for your interest in the role of Head of Regulation and Transformation. We believe it is an exciting time to join the Spurgeon's College staff team, as we begin to realise our strategic plan to apply for degree awarding powers, diversify the College's educational offer, and extensively redevelop our buildings.

We are committed to our mission to train men and women for Christian mission, ministry and leadership in the contemporary world and excellent regulatory and project management and leadership underpins the College to further this mission.

Spurgeon's College has a worldwide reputation for its work in Christian theological education and has a global reach in its student body.

Spurgeon's College was founded in 1856 by Charles Haddon Spurgeon, the leading nonconformist preacher in 19th century Britain. Formerly located with The Metropolitan Tabernacle at the Elephant and Castle in Southwark, it moved to its present premises in 1923. The College is in membership with the Baptist Union of Great Britain, the Evangelical Alliance and Micah Global.

The College has always trained students for the Baptist ministry. In the last two decades, its provision has diversified considerably, and Spurgeon's has become known for its enterprise and initiative in developing new courses in response to the changing needs of church and society. At any one time the College has 600-700 full-time, part-time and online students registered across its programmes, with around 180 normally on-site at some point each week during term time.

Mission, Vision, and Values

Mission

Our mission is to train men and women for Christian mission, ministry and leadership in the contemporary world.

Vision

- To cultivate a creative learning environment allowing every student to develop spiritually, academically, emotionally and socially
- To deliver a relevant, structured curriculum tailored to training men and women for mission, ministry and leadership for all who wish to deepen their understanding of the Scriptures and theology
- To develop the College's position, in the global and diverse city of London, as a research-led, experience-based centre of excellence delivering positive outcomes for students
- To maintain the highest professional and ethical standards in every area of College life

Values

- We believe in the inherent moral equality, dignity and worth of every individual
- We value the unique distinctiveness of each member of the College community
- We celebrate the richness of being a diverse and inclusive community
- We believe that as a community meeting daily for worship we must be careful to listen to God and discern his will and purpose
- We will promote the general wellbeing of all members of the student community and College staff
- We are committed to assisting every student in reaching their potential

Context to the role

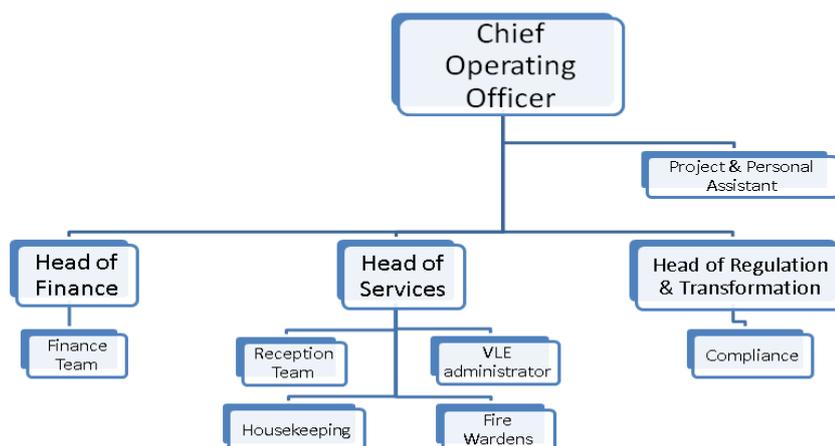
Most regulatory functions and special projects within the College are overseen by the Chief Operating Officer (COO), as part of the Operations Department. The College currently has a Compliance Officer, and the COO is assisted in the other projects by various members of staff as required.

In order to develop, sustain and grow the ministry of the College, Spurgeon's has a clear strategic plan for 2018-2023 that centres around applying for degree awarding powers, diversification of the College's educational offer and diversification of income through a complete redevelopment of the College's main site.

Presently the College is engaged in a significant multi-million pound property development on the College site and is also engaged in multiple local, national and global educational projects. The time has therefore come to grow the senior team within the Operations Department. Consequently the College is appointing a Head of Regulation and Transformation and a Head of Finance to work alongside our existing Head of Services, who all report to the COO.

This is an exciting opportunity to develop a new role to support the senior leadership of the College in effectively driving forward our strategic vision.

Operations Department



Job Description

This role is accountable to the COO and will oversee various regulatory functions and special projects across the College. You will also manage the small Compliance Team, but we would expect your remit and responsibilities to grow as the role is developed.

The role will be diverse and include responsibility for regulation with regard to the Home Office, Prevent Strategy, Data Protection, Health and Safety, Office for the Independent Adjudicator, Governance sign off and Compliance (Officer for Students). In addition the role will undertake some special projects.

The role calls for a self-motivated and committed individual who has an eye for detail, is outcome focussed, has the ability to learn and apply new information effectively, and is fully adaptable in the range and type of projects they undertake.

Key responsibilities

Operational

- Monitor compliance and data processes internally to ensure the College and its functions comply with requirements under GDPR. Review policies and procedures and be the first point of contact for regulators and data subjects.
- Monitor day to day operational practices with respect to Governance, ensuring the Colleges governance processes run effectively in the working environment. Liaise with the Quality Manager, who oversees the governance of the educational practices in the working environment.
- Act as compliance lead and ensure that administration and operational activity adheres to regulatory policies, procedures and regulations, and relevant deadlines.
- Ensure that systems and processes are in place and followed to allow accurate and timely data returns both for internal and external stakeholders.
- Oversee and act as the key contact for the Colleges Prevent Strategy. Increase compliance with the Prevent duty, help shape strategy and interventions to strengthen the College's resilience to all forms of extremism.
- Act as the primary contact for and oversee compliance with all regulation to do with the Home Office.
- Act as the primary contact for and oversee procedures and action required with regard to the Office of the Independent Adjudicator.
- Take a lead role in the review and development of effective health and safety policy and procedures within the College.
- Support the COO to deliver other occasional projects as required.

Staff Management

- Supervise the Compliance officer, who compiles all educational data returns for various regulatory bodies.
- Ensure that regular performance management and annual appraisals are undertaken, ensuring staff have clear objectives.
- Facilitate suitable development opportunities for the staff you manage.

General

- Support and provide advice to staff on issues of compliance and regulation, and be responsible for relevant training within the College as required.
- Ensure continuous improvement in the administrative systems and procedures.
- Provide excellent customer service; manage and maintain good relationships with the internal and external stakeholders, including external advisers and regulators such as the OfS, Home Office, and ICO.
- Provide papers and reporting for College Committees as required.
- Ensure relevant regulations are regularly reviewed, and policies and procedures are updated as needed.

Other duties

- Support the mission, vision and values of the College.
- Attend and contribute to staff meetings and training days as required.
- Work within all Colleges policies, in particular with regard to health and safety, data protection, equal opportunities and ICT usage.
- Undertake continuous personal and professional development.
- Carry out other such duties as the College may from time to time request, commensurate with the grade and responsibilities of the post. The duties listed above may be varied from time to time without changing the essential character of the post.

Person Specification

Qualifications

- Degree or equivalent qualified by experience.
- Evidence of professional training in one or more of the areas of responsibility listed within the job description.

Knowledge and experience

- Project management.
- Experience of working within a Higher Education (desirable).
- Working knowledge of the Data Protection Act and General Data Protection Regulations, the Health and Safety at Work Act and the Prevent Strategy.
- Experience of taking responsibility for statutory, procedural, regulatory and policy requirements.
- Excellent communication and interpersonal skills, with the ability to communicate and engage effectively across all levels of the College, including students and staff and externally with regulators and other stakeholders.
- Experience of handling and presenting complex and sensitive information.
- Proven line management experience with the ability to define roles and responsibilities, conduct regular 1:1's with the team, appraisals and performance management.
- High level of digital literacy and IT skills including productivity suites (Microsoft Office, Google for work), advanced spreadsheet skills, and Web/Internet use.
- Attention to detail and high levels of accuracy.

Personal characteristics and abilities

- Ability to effectively lead and participate as a member of a team.
- Ability to use initiative, prioritise own work effectively and delegate as required.
- Ability to support and direct the activities of others.
- Ability to meet tight deadlines and often changing timescales.
- Ability to use initiative and solve problems.
- Ability to deal positively and constructively with change and to juggle conflicting priorities.

- Ability to work well in a dynamic and fast-paced organization and manage multiple tasks and conflicting priorities.
- A customer centred approach and demonstrable excellent customer service skills: both verbally and written.
- Strong planning and organisational skills.
- Excellent analytical skills. The ability to analyse information in detail and apply it to College policy and processes.
- Ability to make decisions autonomously when required.

Terms of appointment

Contract type

The role at Spurgeon's College will be offered on a permanent part time basis.

Hours of work

3 days a week (or 21 hours equivalent)

The College has a Flexible Working Policy.

Salary

The salary, which is subject to annual review, will be £35,000 per annum pro rata.

Pension

The College offers a defined contribution pension scheme, to which both the College and individual staff members contribute. Details will be provided on request.

Annual leave

You will be entitled to 20 days' paid holiday (pro rata) in each holiday year, plus public holidays and any College closure days (subject to the latter falling on your usual working days).

Location

Your normal place of work will be Spurgeon's College, South Norwood Hill, London SE25 6DJ, subject to the Coronavirus Pandemic policies and risk-assessments.

Permission to work in the UK

You will be required to meet the normal eligibility requirements to work in the UK or an appropriate work permit.

Equal Opportunities Policy Statement

Spurgeon's College is committed to securing equality of opportunity in employment and to the creation of an environment in which individuals are selected, trained, promoted, appraised and otherwise treated on the sole basis of their relevant merits and abilities. For this purpose all applicants will be asked to answer Equal Opportunities monitoring questions as part of the recruitment and appointment process.

How to Apply

The closing date for applications is **12 noon on the 4th September 2020**.

Your applications should include:

- A covering letter
- A completed application form downloadable the website www.spurgeons.ac.uk/head-of-regulation-and-transformation
- Equal opportunities monitoring questions downloadable from the website www.spurgeons.ac.uk/head-of-regulation-and-transformation

Applications should be sent by email, in confidence, to Rev Helen Stokley (COO), h.stokley@spurgeons.ac.uk

Interview date: First interview: Tuesday 14th September

Second interview: Friday 18th September

Interviews will be undertaken in person where possible. Due to the current circumstances, interviews may also be undertaken via Zoom or similar and some flexibility could be offered regarding dates due to the current unusual pandemic circumstances. Shortlisted candidates will be notified of details and individual circumstances will be considered.

The successful candidate can take up the role as soon as available.

Data Protection:

All data supplied by applicants will only be used for the purpose of determining their suitability for the post, and in accordance with our privacy policy which can be found on our website at

https://spurgeons.ac.uk/wp-content/uploads/Documents/Privacy_Notices/Staff-Applicant-Privacy-Notice-Sept-18.pdf