



# Wesley House

The Methodist College in Cambridge since 1921

*Resourcing Wesleyan leadership and scholarship for the transformation of church and world*



## WESLEY HOUSE, CAMBRIDGE Appointment of a Vice Principal

A full time\* Vice Principal is sought for appointment by the Wesley House Trustee/Directors from 1 September 2021 to join the senior leadership of this globally significant Wesleyan educational institution at this exciting stage in its development. Applications are invited from committed and experienced theological educators who are members of a denomination belonging to the World Council of Churches. The successful applicant will:

1. Direct the college's research, teaching and training activities in the area of leadership and ministry development (online and face to face)
2. Teach (online and in person) on the programmes of the college and its partners (short courses, professional development and validated programmes) and supervise research students
3. Co-ordinate the Anglia Ruskin University MA in Chaplaincy and Pastoral Care run by the Cambridge Theological Federation, and direct the studies of taught students on Cambridge and ARU programmes
4. Manage the college's global partnerships for study abroad students and DMin students
5. Develop and manage the community life of the college, in consultation with staff colleagues and other participants, within the ethos set by the Board of Directors.
6. Work collaboratively with the Principal and Business Director to ensure the strategic use of resources and the effective running of the college, and deputize for the Principal in her absence

### Applications

Applicants are asked to submit a full CV together with a letter of application that provides evidence of relevant experience, achievements and commitments in relation to the job description and the person specification. Applications should be sent to [office@wesley.cam.ac.uk](mailto:office@wesley.cam.ac.uk) arriving by 9am UTC on 8<sup>th</sup> March 2021.

First interviews will be via zoom on 23<sup>rd</sup> March 2021 and second interviews on 25<sup>th</sup>/26<sup>th</sup> March. Visits to the college can be arranged (in person for those living in the UK or via zoom) to view the premises and meet the Principal.

\*The college is open to this position being a job share

Wesley House, Jesus Lane, Cambridge CB5 8BJ, UK

[www.wesley.cam.ac.uk](http://www.wesley.cam.ac.uk)

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## About the College

Wesley House (founded 1921) is a globally significant resource for leadership and scholarship in the Wesleyan tradition. We teach, consult, research, supervise research, and offer professional training in the areas of Global Wesleyan Theology; Leadership and Ministry Development; and Faith in Public Life. We work with partner institutions on five continents and with cohorts of students from all over the world. We are blessed with a diverse student body: 36% from Africa, 28% from the UK, 23% from North America and 13% from Asia, continental Europe and South America.

Wesley House is an independent trust, founded to be a Christian community of study and prayer in the Wesleyan tradition in the university city of Cambridge. We maintain an open, inclusive ethos in which we encourage mutual respect and open dialogue. We uphold academic freedoms.

The college is an official house of residence of the University of Cambridge and a founder member of the [Cambridge Theological Federation](#) which has eleven member institutes comprising Anglican, Lutheran, Methodist, Orthodox, Roman Catholic and Reformed members, and the following specialist institutes: Cambridge Centre for Christianity worldwide, The Faraday Institute, The Woolf Institute. Through the CTF we offer research and taught degrees in partnership with the University of Cambridge and Anglia Ruskin University. Wesley House is also one of eleven global hubs of the [General Board of Higher Education and Ministry of the United Methodist Church](#) that support pan-Methodist working on education, leadership and development across the world.

We currently have 6 academic staff (4.65 FTE) and 3 support staff (3 FTE); 30+ research students (PhD; DProf; MPhil) and 15 taught students (DMin; MA; DTM; GradDip) enrolled on programmes validated through the Cambridge Theological Federation. We co-teach a DMin programme with [Wesley Theological Seminary, Washington DC](#) and a Post Graduate Diploma in Church Leadership with Kenya Methodist University. Last year we trained 70 people as pastoral supervisors in the UK and in the USA, and enrolled a further 152 people on informal courses.

The college has recently refurbished/built premises on Jesus Lane that house a small intercultural resident community of staff and students (up to 20). We also welcome sabbatical visitors and cohorts of students for short periods of study. In common with other theological institutions we are assessing the impact of Covid 19 on our ways of working and developing a new strategic plan. We increasingly see ourselves as a community of communities with cohorts of students working in Kenya, Zimbabwe, in the USA, online and in Cambridge. 90% of our students are remote/part time/part resident learners.

In the last few years we have attracted grant funding of over £3m. As we celebrate the centenary of the college we are excited about the contribution that the college can make to a world in need of leaders who put love of God and neighbour at the heart of their work. We are a dynamic intercultural staff team with a can-do attitude, looking to help the college combine memory and imagination to serve a fast changing church and world.

## Indicative Job Description: Vice Principal (F/T\*)

**\*the college is open to this position being a job share**

Responsible to:	Principal of Wesley House
Relationships & Contacts:	Wesley House staff, fellows, associates and academic visitors Wesley House students and prospective students Academic and administrative staff, and students of the Cambridge Theological Federation Wesley Theological Seminary and other relevant institutional partners

**Purpose of role:** the purpose of the role is to develop and deliver the activities of the college in the area of leadership and ministry development, and to support the Principal in the strategic leadership and day to day running of the college at this exciting moment in the college's development.

### **1. Direct the college's research, teaching and training activities in the area of leadership and ministry development (online and face to face)**

Wesley House focuses its research and learning activities (online and face to face) in three areas: Global Wesleyan Theology; Leadership and Ministry Development; Faith in Public Life. Our centres provide a focus for research, teaching and learning, and take the lead on activities that disseminate that research, and provide a gateway to learning for church leaders and others. Each director is responsible for building a network of contacts; for planning and delivering a programme of events that support the business plan of the college, for making grant applications to fund new projects and partnerships; for working with a reference group to shape the work.

The Vice Principal will be responsible for the Centre for Leadership and Ministry Development. This centre has grown fastest in the area of pastoral/reflective supervision through the consultancy and training expertise of the Principal and has developed an international reputation in this work. In 2021 Wesley House appointed a Director of Supervision to grow and help manage these programmes and partnerships. The new centre director's responsibility will be to grow the work of the centre in ways that complement the work being done in supervision and that bring insights from Wesleyan praxis to leadership and ministry.

## **2. Teach (online and in person) on the programmes of the college and its partners (short courses, professional development and validated programmes) and supervise research students**

Wesley House is a founder member of the Cambridge Theological Federation which celebrates its 50<sup>th</sup> anniversary in 2022. Together with colleagues from Anglican, Lutheran, Orthodox, Reformed and Roman Catholic Christian traditions and with partners of Jewish and Muslim faith, we deliver degree programmes in Christian Theology and Religious Studies in partnership with Anglia Ruskin University and the Faculty of Divinity of the University of Cambridge. Most of Wesley House's students are registered on MA, MPhil and doctoral programmes with Anglia Ruskin University. Some (mostly study abroad students from the USA) are registered on the Diploma in Theology for Ministry of the University of Cambridge. Wesley House also partners with other academic institutions in other parts of the world. We co-teach and host a DMin program with Wesley Theological Seminary, Washington DC, and postgraduate taught and doctoral programmes with Africa University, Zimbabwe and Kenya Methodist University.

The Vice Principal will be expected to teach on a range of these programmes within their subject specialisms, particularly with reference to leadership and ministry development. The Vice Principal will also be expected to supervise doctoral students (up to 3 FTE).

## **3. Co-ordinate the ARU MA in Chaplaincy and Pastoral Care run by the Cambridge Theological Federation and direct the studies of taught students on CTF awards**

As members of both the ARU and Cambridge university oversight groups within the Cambridge Theological Federation Wesley House shares in the academic administration of these programmes.

The Vice Principal will take the lead for Wesley House in academic matters concerning taught students and act as the CTF Co-ordinator for the MA in Chaplaincy and Pastoral Care (ARU) with support from the Academic Administrator of the college and the staff of the Cambridge Theological Federation.

- Pro-actively recruit new students to taught programmes of the CTF
- Direct the Studies of Wesley House students on these programmes
- Oversee the formational and placement aspects of Wesley House student programmes, and any reporting required on those who are in initial formation for ordained ministry or who are sponsored for their studies by third party funders.
- Organise appropriate learning support for Wesley House students on taught programmes
- Act as partnership co-ordinator with institutions who send study abroad students to Wesley House, and with whom we have Doctor of Ministry programmes.
- Recruit to and co-ordinate the MA in Chaplaincy and Pastoral Care (ARU)

#### **4. Manage the college's global partnerships for study abroad students and DMin students**

The college has a range of global partnerships and staff share in the management of these partnerships. The Vice Principal will manage the partnerships that involve study abroad students and DMin students in person in Cambridge. At the moment these students are predominantly from US institutions.

#### **5. Develop and manage the community life of the college, in consultation with staff colleagues and other participants, within the ethos set by the Board of Directors.**

There is a regular pattern of worship and fellowship for those resident in/visiting Cambridge, and the college is developing a mixed economy of such activities to include remote staff and students and other associates of the college. There is a weekly programme to which we invite visitors and prospective students and there are termly special events for donors and other supporters of the college. The Vice Principal is expected to be resident on site, and to be responsible for:

- Developing and managing appropriate patterns of worship and fellowship for the resident and remote communities of the college within the ethos set by the Board of Directors.
- Welcoming and inducting new students, academic visitors and college guests
- Meeting regularly with the Business Director and other administrative staff to ensure good communication between those with responsibility for buildings and services and the resident community.
- Collaborating with ecumenical partners and visiting groups on matters of worship and community life.
- Co-ordinating special events

#### **6. Work collaboratively with the Principal and Business Director to ensure the strategic use of resources and the effective running of the college.**

The Principal has responsibility for working with the Trustees to develop the ethos and strategic direction of the college and for managing its staff and resources. The Vice Principal will work alongside the Principal and the Business Director as the senior management team of the college and will deputize for the Principal as negotiated during any significant periods of absence.

## Person Specification

Attributes	Essential	Desirable
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>○ Theological teaching and administration in Higher Education</li> <li>○ Community leadership</li> <li>○ Mentoring/supervising those in formation for Christian leadership</li> <li>○ Supervising research students</li> <li>○ Academic programme development</li> </ul>	<ul style="list-style-type: none"> <li>○ Supervision to completion of at least one PhD/DProf</li> <li>○ Online teaching and worship leading</li> <li>○ Experience of community living</li> <li>○ Management of people and programmes within budget</li> <li>○ Securing funding/income streams</li> <li>○ Experience of global partnerships/communication</li> </ul>
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>○ Doctoral degree in theology or a related discipline</li> </ul>	<ul style="list-style-type: none"> <li>○ Qualification in teaching or adult education</li> <li>○ Accredited pastoral supervisor</li> </ul>
<b>Special knowledge &amp; skills</b>	<ul style="list-style-type: none"> <li>○ Academic expertise in practical theology/leadership/ministry development</li> <li>○ Proven teaching ability in formal and informal contexts</li> <li>○ Excellent interpersonal, oral and written communication and presentation skills</li> <li>○ Skill in developing intercultural community through worship, learning and social activities</li> </ul>	<ul style="list-style-type: none"> <li>○ Knowledge of the Wesleyan tradition</li> <li>○ Knowledge of current higher education structures and ethos in the UK</li> </ul>
<b>Special qualities</b>	<ul style="list-style-type: none"> <li>○ An active member of a denomination belonging to the WCC</li> <li>○ Commitment to the Wesley House ethos</li> <li>○ Ability to work collaboratively as a senior member of a team</li> <li>○ The stature and maturity to represent the college internally and externally</li> </ul>	<ul style="list-style-type: none"> <li>○ A member of a Methodist/Wesleyan denomination</li> </ul>

	<ul style="list-style-type: none"> <li>○ Ability to develop relationships cross culturally and with overseas partners</li> <li>○ Commitment to working with diverse theological and ecumenical positions</li> <li>○ Evidenced ability to meet deadlines and prioritise work</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>○ If ordained, the appropriate permission to serve as an ordained minister in this context</li> </ul>	

You must be eligible to work in the UK. We can sponsor a Skilled Worker visa if one is required.

## Remuneration

### Employer

The Vice Principal will be an employee of Wesley House, Cambridge.

### Pay

British Methodist Ministers will receive pay equal to the basic stipend paid to a presbyter in the Methodist Church of Britain plus a College Tutor allowance of 20%.

Others will be paid £36,360 pa.

### Pension

We normally contribute 10% towards a pension scheme for lay appointments. We are open to discussions for providing replacement benefits for those coming out of the Methodist Ministers Pension Scheme.

### Accommodation

2-3 bedroomed accommodation valued at £1500 pcm, at or close to, Wesley House for the duration of the appointment. This is provided free to British Methodist Ministers as part of a package of remuneration. Those who are not British Methodist Ministers are required to pay a £500 a month service charge.

### Other

Out of pocket expenses as approved by the Principal  
Sick pay as detailed in the Wesley House Staff Handbook

### Hours and place of work

1. 40 hours per week located at Wesley House Cambridge
2. Residence in college usually expected Mon-Fri during term time and as agreed in vacations.
3. Whilst the normal place of work will be Cambridge some travel to partner institutions and training venues in the UK and abroad will be required
4. Time in lieu will be offered for Saturday or residential course working.
5. Saturdays will usually be free of duties
6. Sundays will involve occasional liturgical/social duties
7. Holiday entitlement is 25 days per annum plus bank holidays. Where a bank holiday falls within term time or within a short course it is regarded as a normal working day and a day off in lieu may be taken outside term time.