

JOB DESCRIPTION

Job Title:	Chief Operating Officer/Bursar
Reports to:	Acting Principal
Location:	Oak Hill College, Southgate, London, N14
Date:	July 2017

Oak Hill College is a leading Christian theological college in north London, providing UK Higher Education Institution (HEI) accredited training to equip students for ministry in both Anglican and Independent churches as well as other Christian organisations. Oak Hill is an Enhanced Validated Partner of Middlesex University. The College serves the church of Jesus Christ by preparing men and women for a lifetime of ministry and mission leadership in the UK and around the world. Its students study to degree level and specialise in either pastoral ministry, cross-cultural ministry, or ministry to children and young people. Oak Hill provides full-time and part-time training, in a residential learning and worshipping community with near equal numbers of Anglican and Independent students. The training includes theological study and church placements, with an emphasis on formation for ministry and personal growth in spiritual maturity. The college has approximately 140 students in training at any one time.

Purpose of the Role

Using your excellent and proven management skills you will have specific responsibility for General Operations within the College. As well as understanding, you will be expected to represent and impart, the Christian ethos of the college. As a member of the Leadership Team you will be expected to assist in setting the strategic direction for the College within the fast moving and changing environment of Higher Education, helping develop and implement the vision and strategy in day to day management. You will be also be expected to demonstrate an entrepreneurial attitude towards business and partnership opportunities with churches and church networks. Immediate challenges include managing the development and implementation of a new Management Information System (MIS) and being responsible for the implementation of the GDPR (General Data Protection Regulation) into the College.

PRINCIPAL ACCOUNTABILITIES

Leadership

As a member of the Leadership Team (reporting to the Acting Principal) you will help develop the strategic thinking that will direct the future course of the College; you will advise and direct the development and implementation of Operational, Financial and Development strategies in accordance with the Strategic Plan.

You will report regularly to the Finance & General Purposes Committee, and will also be required to represent operational interests within the Leadership Team and the College's governance, The Kingham Hill Trust. You will have a significant role to play in managing the external relationships the college has particularly with other theological colleges, church and para church networks, Church of England Ministry Division, Middlesex University, relevant government regulatory bodies and professional networks, through reporting, sharing, information gathering and partnership building.

Oak Hill College reserves the right to review, amend and update the Job Description, from time to time, in consultation with the post holder.

Management

You will need to be a clear communicator and have well developed excellent and proven organisational and people management skills. You will be specifically responsible for the effective management of direct reports, budgetary control and delivery from the following line management areas within the College:

- Finance, accounts and payroll
- Site Management and Facilities including Buildings, Estate, Student and Staff Accommodation, Housekeeping, Hospitality, Catering and Reception
- Information and Communications Technology (ICT) and infrastructure
- PA and administrative support for Senior Leadership Team
- Human Resources
- College Crèche

You will also manage external contractors, advisors and consultants to assist with strategic property and infrastructure developments. As the chair of meetings covering a range of internal departmental processes, you will be responsible for embedding good practice as well as the effective coordination of actions and outcomes.

In addition to departmental management you will have responsibility for the following areas:

Finances

You will need to be competent and literate financially with experience in business planning and modelling but do not necessarily require a specific financial qualification. You will work closely with the Trust Secretary in respect of financial analysis, planning, budgeting & reporting for the college.

Property

You will be expected to take the responsibility and oversight to ensure premises compliance and long term property maintenance and refurbishment planning.

Regulatory

By virtue of Oak Hill's status as a Higher Education Institution you will have the responsibility for a number of vitally important regulatory areas. This will include collating information, coordinating work, drafting policy, signing off and reporting. In addition you will have the responsibility for enabling statistical reporting for government, academic and other regulatory institutions. It is appreciated that you may not have specific experience or qualification in academic reporting so on the job training will be provided. However, you will be the executive lead for the College ensuring compliance with all statutory, regulatory and best practice requirements for a small organisation in the Higher Education sector. This will require engaging at a detailed level with all the initiatives and guidance from government and statutory bodies.

Occupational Requirement

There is an Occupational Requirement that the post-holder is a Christian. The Equality Act 2010 applies.

The postholder will be in agreement with, hold to and live out the theological position, aims and objectives of the college. You may be required to sign the College's statement of faith.

Experience

We are seeking someone with at least 3 – 5 years' experience at Bursar, Chief Operating Officer or equivalent, which includes providing advice or guidance to Board level.

Notes for Applicants

To apply, please contact allan@carneliansearch.com for more information. First stage interviews: week beginning 30 October 2017.

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