



Further Particulars for the post of Chapel Director

The College

Somerville is a forward-looking and adventurous College with a reputation of openness and inclusiveness. It is among the most international of the Oxford colleges that admit both undergraduate and graduate students, and has an ethos of tolerance, friendliness, diversity, enabling access to research and learning for all, and the pursuit of excellence in all that we do.

With approximately 250 graduate students at Somerville reading for masters and doctoral degrees and approximately 440 undergraduates reading across a wide variety of scientific, mathematical, social science and humanities disciplines, this is an opportunity for the right candidate to be a visible presence within the College community and play an active role in College life.

More information about the College may be found on our website at www.some.ox.ac.uk

The Role

Somerville was founded as a non-denominational hall, not an Anglican college, and its Chapel was built in the 1930s as an unconsecrated 'House of Prayer for All Peoples'. This beautiful building at the heart of the college grounds is therefore now used by the whole community in a number of different ways, especially for music, art, drama and activities related to wellbeing.

Amongst these events is a weekly 'Choral Contemplation' on Sunday evening, in which a substantial talk is surrounded and supplemented by readings and choral music from the choir. The speakers come from different traditions of culture, politics and faith, or none. It is central to the college's ethos to be open to as wide a range of such perspectives as possible.

In the past a theme has been chosen for each term, and speakers invited accordingly, and it is a key role of the Chapel Director to run this programme. The Chapel Director also administers the other activities for which the Chapel is used.

It is envisaged that the role is suitable for a graduate student, and that the accommodation and meals provided contribute to the Director's maintenance costs while on course.

Main duties and responsibilities

1. Organise the weekly Choral Contemplation on Sunday evenings within full term and arrange for suitable speakers, which involves liaising with the Director of Chapel Music. This involves liaising with the Director of Chapel Music.

2. Organise other events that arise, such as memorial meetings and weddings, although the Chapel Director is not required to conduct these meetings.
3. Encourage, participate in and organise ethical, inter- and non-faith events, which would encourage involvement of people from different traditions and perspectives, across the JCR, MCR and SCR.
4. Be a visible presence within the College community and play an active role in College life. Although the Chapel Director may in practice be consulted by students on welfare matters from time to time, it is not a primary part of the role to be a welfare officer.

Experience and abilities

1. Able to identify and organise a programme of activities to embrace subjects of interest to the whole college community, especially in the areas of ethics, culture and faith. This will require effective communication and interpersonal skills and the ability to reach agreement with others.
2. Able to work effectively with groups of people from different constituencies and identify ways of bringing these groups together.
3. Willing and able to be a visible presence within the College community and play an active role in College life, including participating in relevant groups and committees (essential).
4. Demonstrable administrative efficiency, so as to be able to run the Chapel building and timetable.
5. An awareness and interest in equality and diversity.
6. Currently a member of the Collegiate University (which may include being a full-time postgraduate researcher) with an awareness of current issues relating to the wider student community.

Employment Conditions

The summary information below is for guidance only and does not constitute the contract of employment. Full terms and conditions of employment will be provided in writing to the successful candidate.

Appointment: This is a permanent appointment.

Stipend: The post carries a stipend of £813 per academic term.

Accommodation: In addition to the annual stipend, the post holder will be provided with a separate self-contained set of rooms in College suitable for single accommodation. This will be for the duration of the employment, under a tenancy agreement, and for which there will be no charge. There is also a separate, shared office within the College.

Hours of work: The actual hours of work will fluctuate throughout the term. We expect that an average of 10 hours per week will be required to carry out this role properly and effectively. The post holder must be willing and able to adopt a flexible approach to meet the demands of the post.

SCR membership: The successful applicant will be able to use the facilities of the Senior Common Room for the duration of their appointment.

Meal Entitlement: The post holder will be entitled to take free meals whilst in residence whenever the College Kitchen is open.

Applications and Interviews

1. Download the Somerville College application form from the Vacancies section of the College website at www.some.ox.ac.uk/jobs.
2. **Email your completed application form to the HR team at: recruitment@some.ox.ac.uk stating vacancy reference 900339.**
3. Your application should include a thoughtfully worded personal statement demonstrating your relevant skills and experience for this post. Please note your application will be judged solely on the basis of how well you demonstrate that that you meet the selection criteria outlined above.
4. A curriculum vitae should also be included, but please note that CVs submitted on their own will be not considered or accepted as complete applications.
5. Please complete and return an equal opportunities recruitment monitoring form which will assist us with monitoring equal opportunities in recruitment. This can be emailed to human.resources@some.ox.ac.uk or sent in hard copy to:

Equal Opportunities Monitoring Assistant
Human Resources Department
Somerville College, Woodstock Road
Oxford OX2 6HD
6. Equal Opportunities information collected does not form part of the selection process and will not be circulated to the selection panel. Completion of the equal opportunities monitoring form is voluntary. Data collected is used solely to monitor the effectiveness of the College's Equality and Diversity Policy and helps the College to meet its duties under the Single Equality Act 2010
7. In the interests of the environment and of economy please provide a current e-mail address so that communication regarding the status and outcome of your application can be made via e-mail.
8. **The closing date for completed applications is 12 noon on 27th November 2019.**
9. Interviews will be held at Somerville College on the 9th and 10th December 2019.

Equal Opportunities statement

The policy and practice of the University of Oxford and of Somerville 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. You will assist us with monitoring equal opportunities in recruitment if you complete and return an equal opportunities recruitment monitoring form (please see the separate instructions for how to return your form).

Pre-employment Screening

If you are selected for the post, employment with the College will be conditional upon satisfying the following requirements.

1. Eligibility to work in the UK

The Immigration, Asylum and Nationality Act 2006 makes it a criminal offence for employers to employ someone who is not entitled to work in the UK. **We therefore ask applicants to provide proof of their right to work in the UK before employment can commence.**

Please note that you will need to provide original documents and where any documents are not in English a certified translation will be required. **Do not include these documents with your application.** You will be sent a request for the relevant information at the appropriate point in the selection process.

2. Medical fitness

Please note that any offer of employment will be conditional upon receipt of a completed pre-employment medical health assessment questionnaire and confirmation from the University of Oxford Occupational Health Service that the candidate is medically fit for the post (allowing for any reasonable adjustments that may be required, in line with the provisions of the Equality Act 2010).

The purpose of the pre-employment medical health questionnaire is to:

- (i) assess the candidate's medical capability to do the job for which they have applied:
- (ii) determine whether any reasonable adjustments or auxiliary aids may be required to accommodate any disability or impairment which they may have
- (iii) ensure that none of the requirements of the job for which they have applied would adversely affect any pre-existing health conditions the candidate may have.

The appointment will not commence until medical fitness for work, and any reasonable adjustments that may be required, is confirmed by the University Occupational Health Service.

3. References

References

We will ask you to give us details of two people who have agreed to give a reference for you. If you have previously been employed your referees should be people who have direct experience of your work through working closely with you for a considerable period, and at least one of them should be your graduate studies supervisor or your formal line manager from your most recent job. It is helpful if you can tell us how each referee knows you. Your referees should not be related to you. Your referees will be asked to comment on your suitability for the post, to provide details of the dates of your employment, and of any disciplinary processes which are still 'live'.

We will assume that we may approach your referees at any stage unless you tell us otherwise, so please state clearly if you wish to be contacted before a referee is approached.