TRINITY COLLEGE, OXFORD

APPOINTMENT OF PRESIDENT

Further Particulars, Job Description and Selection Criteria

1. The Appointment

The Governing Body of Trinity College\(^1\) intends to elect a President to succeed Sir Ivor Roberts, KCMG, who retires on 31 July 2017 after 11 years in office. Trinity is a vibrant and international intellectual community, committed to excellence in its teaching and research. Many of its academics are international leaders in their fields, and its long history of challenging assumptions and stretching minds has produced generations of talented students who have gone on to make their own mark in their chosen careers.

The President is the Head of the College, charged by the Statutes\(^2\) to *superintend the education, discipline and administration* of the institution. Trinity is looking for women and men worldwide who have attained distinction in their own field, and who have a commitment to further the aims of the College as a place of teaching, learning and research. The President-elect is expected to take up office on 1 August 2017.

2. The College

- The College aims to consolidate and strengthen its academic standing as an institution of choice for both students and academics, while maintaining its valuable sense of community, which is both diverse and inclusive, stimulating and supportive.

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\(^1\) The Governing Body consists of Fellows, who are senior members of the college that include both academic staff and senior College Officers (see section 3.), most of whom are also members of the Governing Body and act as Trustees.

\(^2\) In common with other Oxford colleges, Trinity is established as an independent charitable foundation, governed according to a set of rules known as “Statutes” which are ultimately approved by the Sovereign in the Privy Council.
The new President will join the College at an exciting phase in its development, and play a critical role in helping it achieve these aims. It is expected that s/he will be ready and willing to actively promote and strengthen its mission as an outstanding twenty-first century academic institution.

Founded in 1555, Trinity College is one of the colleges within the University of Oxford, with some 300 undergraduates and around 130 graduates, with a balance between Science and Arts disciplines. The College currently has forty-three Fellows who comprise the Governing Body (the President, five full-time College Officers, twenty-six Tutorial Fellows, eight Professorial Fellows and three Junior Research Fellows), plus a further ten non-Governing Body Fellows (six Junior Research Fellows, one Senior Research Fellow and three Honorary Visiting Fellows), and some forty Lecturers who contribute to the teaching of undergraduates.

The College is situated in the very centre of Oxford, within a few minutes of the Bodleian Library, and very close to other major libraries and the science area. It occupies a spacious site with some of the most beautiful gardens and buildings in the city.

The College seeks to recruit and retain tutors and researchers of the highest calibre; to attract, educate and inspire the best students, undergraduate and graduate, irrespective of background; and to support the research and other academic work of the members of its intellectual community. In all these respects, Trinity is committed to equality, diversity, and to furthering opportunities for fair access to higher education. It operates a vigorous access and outreach programme to raise educational aspiration and to attract applicants with academic potential who might not otherwise have considered applying to Trinity and, in accordance with its objectives, wishes to develop this further.

The College has a strong sense of community, and values its reputation for inclusiveness, informality and dynamic collegiate life.

Trinity is actively working to increase both its endowment and its income by fundraising, and employs a professional Development Team whose members work closely with the President and Fellows. Since 2005, over £17m has been raised for buildings, teaching, research, and student support; in the last three years, £7m has been raised, including funding for its Fellowships in Philosophy, Spanish, Classics, History and Law, bursaries for both graduates and undergraduates, and support for major building and refurbishment projects. The College has over 5000 alumni, of whom some 1500 live overseas. Regular contact is maintained through email, the website and printed publications, and events. The President, Estates Bursar and Development Director visit alumni in the US annually, holding reunions in the main cities on the east and west coasts. In recent years they have also started regular visits to Hong Kong and Singapore.

The College’s facilities are being upgraded to provide excellent accommodation and facilities for its students and staff. Trinity is distinctive among Oxford Colleges in being able to accommodate almost all of its undergraduate members, as well as the vast majority of its graduate members. This accommodation is provided both on its historic site, and on converted or purpose-built facilities in north Oxford. Discussions have been underway with the local planning authority
for some time with the objective of constructing a new building on the main site, the first such development for twenty-five years; if permission is obtained, it will provide additional accommodation for graduate students, seminar rooms, and a multi-purpose auditorium.

- Its key objectives for the short- and medium-term future include continuing to recruit and retain the best academics and to support them in their research activities; to extend the outreach and access programmes; to continue to provide the highest standard of education for the undergraduate community; further to integrate the graduate community into the life of the College; to increase the support given to students wishing to participate in extra-curricular activity; physically, to complete the ambitious renovation of the Chapel (due for Easter 2016) and to achieve the construction of the new building; and, financially, further to develop the alumni relations and development activities of the College and, more generally, to strengthen its long-term financial sustainability better to be able to achieve the other objectives.

- The College has endowments and assets in the region of £150m, and annual operating costs of approximately £8.5m.

3. Governance

- The College is a registered charity. The Governing Body serves as its board of trustees and comprises the President (as Chair) and 42 other Fellows, as listed in section 2 above.

- The Governing Body is the ultimate decision-making body of the College. It is chaired by the President and meets five times a term. It is democratic, egalitarian and non-hierarchical; its Chair, the President, is not the equivalent of a Chief Executive, but rather has the status of first among equals.

- Most aspects of the day-to-day running and strategic planning of the College are the responsibility of a number of full-time professional College Officers; these are:

  i) Senior Tutor: oversight of the College’s academic portfolio, including strategic planning, academic liaison at university level; academic recruitment; oversight of undergraduate and graduate admissions, academic grants, schools liaison and access work, monitoring of student progress on course.
  ii) Estates Bursar: financial, legal and investment (property and non-property) management, including strategic oversight of the College’s site and buildings.
  iii) Domestic Bursar: refurbishment and maintenance of College buildings and facilities, accommodation, catering, security, personnel, conferences and management of some support staff;
  iv) Development Director: coordination of all development initiatives and alumni relations.
  v) Chaplain/Welfare Dean: The College Chaplain has responsibility for all services in the Chapel, oversight of the organ scholars and choir, and pastoral responsibility for the whole college community. This role is
combined with that of Welfare Dean; coordinating and providing the welfare support for the student community and liaising with the University’s various student support departments.

- The main committees reporting to the Governing Body on a regular basis are Academic Committee, Grants Committee, Equality Committee, Bursarial Committee, Development Committee and the Joint Consultative Committee with junior members; these are chaired by the President. Trinity prides itself on its consensual governance, and through these and its other committees, the Governing Body aims to ensure that all interested parties are consulted and involved when decisions are made.

4. The Presidency

- The President’s mandate is to provide leadership to the College as an academic community, to serve as a focus of collegiate identity for both present and former members, and to represent the College within the University and the wider world. The person appointed will understand and share the College’s academic values, and be committed to the support of research, teaching and learning across all sectors of the College, as well as fostering a sense of community within it; s/he will act as a custodian of its interests.

- The President provides strategic leadership through consultation and open debate; this requires the ability to inspire enthusiasm, trust, consensus, and a sense of shared purpose. The President therefore needs to maintain close acquaintance with all members of the Fellowship and to be aware of the opinions and aspirations of each.

- The President will be committed to defending intellectual values through an understanding of Higher Education both in the UK and worldwide. S/he will be involved, as Chair of the Governing Body, with the continuing development and implementation of the College’s plans for its future, and, in particular, of its academic strategy. S/he will support the endeavour of Fellows and other tutors to pursue outstanding research; guide the College to develop and implement strategies to maintain its provision of intellectually challenging yet sympathetic teaching; support the College’s commitment to widening access.

- The President oversees the management of the College in all its departments, and all its elections and appointments; s/he supports, but does not direct, the work of the College Officers (who are directly responsible to the Governing Body). Administrative responsibilities include chairing all meetings of the Governing Body and its major committees.

- The President has a responsibility to promote the well-being of all members of the College community, academics, students and support staff, and to take an active interest in their work and welfare at a formal and informal level. The President interacts with all members of the community, and should be somebody whom students, tutors and other college employees feel comfortable to approach.

- The President plays a central role in maintaining the very special community atmosphere in college. It is expected that s/he will entertain Fellows and Lecturers, students, alumni and potential donors, will dine regularly in Hall, and will preside at major College functions. The President is expected to see all junior
members regularly to discuss their academic progress, and to support the extra-
curricular life of the college; this may include attendance at regular events such as
the summer Lawns Play, important sports fixtures and major Chapel services, as
well as hosting the termly President’s Concert in the Lodgings and Chapel. The
President’s presence around the College is important, and, for this reason, s/he
traditionally resides on site in the Lodgings. Functions are often held in the
evening and/or at weekends.

- The President plays a key role in representing this community – its Fellowship,
  Lecturers, support staff and students – to the University, for example at the
  meetings of the Heads of Colleges and on University committees, and in
  communicating its values, aims and achievements to the wider public, including
  as principal spokesperson to the press and media. Current major changes in the
  governance and funding of the University and Colleges make it particularly
  important that College concerns are clearly represented. It is essential for the
  President to have, or to be willing to acquire, up-to-date knowledge of the
  structure of the University, the interrelation of its parts and its operational
  procedures.

- The President works closely with the Alumni & Development Office to foster
good relations with alumni and potential benefactors, both in the UK and abroad.
The person appointed must be willing to play a central role in fundraising events,
presiding at College functions in Oxford or elsewhere, and providing hospitality in
the Lodgings where appropriate, both inside and outside term. The alumni
community is very diverse, representing a wide range of personalities, interests
and concerns. In supporting the fundraising agenda of the College, the President
needs to identify with the values of the College, and to have flexibility, empathy
and good listening skills. The President must be comfortable in the company of
people who may hold very different views from his or her own.

- The annual income of the College includes over £1million from commercial
activities, such as Summer Schools, conferences and allowing the use of the main
site for filming. From time to time, the President is expected to support the
Domestic Bursar in generating this vital stream of income, which ordinarily takes
place outside term time when the College’s facilities are not required for academic
purposes.

Given the nature of college life, the Presidency demands a substantial level of commitment.
While it may be compatible with a limited number of external activities, it is important that it
is, and is seen to be, the main focus of the appointee, both in term time, and for agreed parts
of the vacations. Formal business and regular meetings in the College and University, and
most dinners and social functions, occupy a substantial part of three Full Terms3, which are
of eight weeks duration. The President should therefore expect to be in Oxford on most
working days during Full Terms, both the weeks either side of them, and on many evenings
also. Development activities and alumni events occur throughout the year; overseas trips
normally happen in the academic vacations.

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3 Oxford teaching terms are concentrated into an 8 week core known as “Full Term” with 1 week extensions at
each end for activities such as induction, College and University examinations and administration.
5. Terms and Conditions

- The stipend will be competitive. All reasonable expenses incurred on behalf of the College are reimbursable. In addition, the position is pensionable through the Universities Superannuation Scheme and the College will pay for private health insurance (which is taxable) for the appointee and partner (if appropriate), if the appointee wishes to take up this benefit.

- The President is required by the Statutes to reside in the College or, exceptionally and with the consent of the Governing Body, at a stated address near the College, for at least six months in every year, at least six weeks of which residence shall be in each Full Term. Accommodation is provided in the Lodgings and consists of a suite of official and private rooms, together with an enclosed garden. The Lodgings are centrally heated free of charge; the College also pays Council Tax and for the cleaning of the private and official rooms.

- The President has a housekeeper and a personal assistant for support of his/her official duties (and who also supports the Vice-President and Dean, and acts as secretary to Governing Body); College staff assist with collegiate entertainment when this takes place in the Lodgings.

- The President is entitled to take meals in the College, free of charge, at all times of the year when the kitchens are open.

- The appointment is for a fixed term of 7 years with the option at that point to renew for a further 3 years (subject to review).

If the President has a partner, the College will be pleased to welcome him/her, but has no expectations of the partner with regard to any aspect of support of the President in her or his duties.

6. Selection Criteria

The successful candidate should have:

- A distinguished record of achievement in his/her chosen field
- Commitment to excellence in teaching and research, and a grasp of the key issues facing higher education in the U.K
- Proven style of consultative leadership appropriate to a democratic, self-governing institution
- Demonstrable ability to think strategically
- A willingness to engage in fund-raising
- Evidence of excellent communication and public speaking skills, including the ability to engage easily with a broad range of people in a wide variety of contexts
- Enthusiasm for the formal and informal social and pastoral welfare elements of the position, and the ability to promote inclusivity and openness at all levels in the community.
7. **Procedure for application**

Applications should be addressed to Edward Lewis at Moloney Search, to whom informal enquiries may also be made. Applications should include:

- A curriculum vitae
- A statement explaining the applicant’s reasons for applying, and outlining their experience and commitment specifically against the Selection Criteria

Deadline for applications: 31 January 2016

8. **Procedure for Appointment**

The Governing Body will consider all applications with a view to holding an election in June 2016.

Confirmation of election will be subject to satisfactory references.

9. **Equal Opportunities**

Trinity College is an Equal Opportunities Employer. Applications are particularly welcome from women and black and minority ethnic candidates, who are under-represented in academic and other senior posts in Oxford.