Clare College
Cambridge CB2 1TL

Appointment of the Dean
October 2018
The Dean

The College proposes to elect a Dean from 1 January 2019 to succeed the Rev’d Dr Jamie Hawkey who has been appointed by the Crown as Canon Theologian of Westminster Abbey.

Previous Deans of Clare have included Charlie Moule, John Robinson, Maurice Wiles, Mark Santer, Rowan Williams, Nicholas Sagovsky, and Jo Bailey-Wells.

Reports to
The College Council and to the Master, Lord Grabiner, in his capacity as Ordinary.

Background to the College
Clare is the second oldest of the 31 Colleges of the University of Cambridge. The College was founded in 1326. There are 110 Fellows, 500 undergraduates and 300 postgraduates and over 130 non-academic staff. The College is situated in the heart of the historic centre of Cambridge.

Clare is recognised as a College committed to the highest standards of academic excellence and widening participation. It continues to be a thriving intellectual community in its own right and to be an excellent springboard for all that Cambridge University has to offer. Clare has a strong sense of community and enjoys diversity at all levels of the College. Further information can be found on the website www.clare.cam.ac.uk
Management of the College
The College has a Governing Body (the Master and Fellows) which promotes the long-term strategic vision for the College as well as having certain specific responsibilities, such as the election of the College Officers and the approval of the Annual Accounts.

There are three senior College Officers: the Master, the Senior Tutor, and the Bursar. The Master chairs the Governing Body, College Council and Finance Committee, presides over the College’s main formal occasions and exercises a general supervision over all the affairs of the College.

The Senior Tutor is responsible to the College Council for overseeing education provision and student welfare.

The Bursar is responsible to the Finance Committee for all matters affecting the College’s finances and management of the College’s major refurbishment programmes and all legal and personnel matters. The Bursar also oversees the catering, housekeeping, porters and conference departments.

Job Purpose of the Dean
The principal duties of the Dean are the conduct of worship in the College Chapel according to the rites of the Church of England and the exercise of pastoral care towards all members of the College. The post is open to any ordained member of a Christian Church in communion with the Church of England.

General
The Dean is a Fellow of the College and a College Officer, contributing to the strategic direction of the whole community, and with a general concern for its pastoral care. The Dean will be expected to have strong academic and intellectual interests, to supervise for the Divinity Faculty, and direct studies in Theology. Clare has a substantial theological community of undergraduates, graduate students and fellows. The Dean will be expected to provide intellectual leadership across the whole College community to enable members of the college to engage with wide-ranging issues of faith and reason, public life, ethics and inter-faith relations.

The Chapel
The Dean is responsible for the running of the Chapel, the selection of preachers, and the general development of the life of the Chapel as a place of prayer and worship, and a centre of reflection and peace for the whole community. The Dean reports to the College Council and to the Master in his capacity as Ordinary. The structure of worship rests on the daily recitation of the office each weekday during Term both morning and evening, and a College Eucharist and Choral Evensong on Sunday. There are occasional special services of baptism and remembrance, as well as weddings of alumni (at the Dean’s discretion) during vacations. Over the last three years, there has been a Confirmation Service at some point during Eastertide. Common Worship is used for most celebrations of the Eucharist, whilst Choral Evensong, which is sung three times a week, follows the Book of Common Prayer. At least twice a term there is a candlelit service of Compline. The College Advent Carol Services are extremely popular with the whole community, there are special services for Matriculation and Graduation, and a Staff Carol Service before Christmas.
Clare College is a multi-faith, multi-cultural community of Fellows, students and staff and the worshipping Chapel community comes from a wide spectrum of backgrounds. The Dean must welcome such diversity and work with Fellows, staff and students of all faiths, denominations, and none.

The Dean convenes the weekly meeting of student wardens over lunch who assist with the running of the Chapel, and is responsible for a growing list of senior and junior members who read in Chapel.

The Dean is assisted by a Decani Scholar, a post funded by a generous benefactor. The post is filled by postgraduate students in theology who are usually either ordained or training for ordained Ministry. The Decani Scholar may be expected to work for up to ten hours a week in term. In recent terms, the Decani Scholar has been responsible for organising reading and film groups, and on occasions deputises for the Dean at Choral Evensong and Compline. Clare currently has ordinands on attachment from Westcott House and Ridley Hall.

The Dean is also assisted in term-time by the Head of the Chapel Office, a half-time post, and the Dean is the Head of the Chapel Office’s line manager. The Head of the Chapel Office is responsible for all administration, publications, attends meetings of the heads of departments, and acts as PA to the Dean managing the diary and dealing with some budgets and correspondence.

Music
The Chapel Choir enjoys an international reputation, and music is a vital part of College life. The principle role of the Choir is the choral celebration of the Divine Office three times a week. The Dean is expected to work closely with the Director of Music (Mr Graham Ross) to exercise their shared responsibility for the character of the musical side of Chapel worship. The Dean is expected to participate in a variety of ways, according to his or her skills and interests. The Dean has a particular pastoral responsibility for the members of the choir and the organ scholars. Enthusiasm for the range of music performed in the Chapel is crucial to this appointment. There is at present a thriving observance of traditional services (Choral Evensong, regularly broadcast on BBC, Compline and sung Eucharist) with all sorts of special services. Considerable amounts of time, energy, imagination, intellectual depth and liturgical experience are all required.

Pastoral Role
The Dean acts as a pastor to the whole student body of more than 800 undergraduates and postgraduates and it is important that the Dean relates easily to young people. The Dean should also be equally concerned with the welfare of the Fellows and members of the College staff. A wide range of interests and experience is helpful in developing relationships across the community. The College’s pastoral team is very strong, comprising Tutors, a College Nurse, an assistant Nurse and the Dean. This group meets once a week for lunch with the Senior Tutor in the chair. The Dean works closely with all pastoral colleagues, and maintains frequent contact with the College Nurse.

The Dean must have regard for the welfare of all students of the College, not only those who come to Chapel, and must be well-known around College. All students have a Tutor who looks after their welfare, as well as a Director of Studies who is responsible for their academic work.
The College has a strong link with Bede House, a community centre in Bermondsey and the Dean is expected to maintain close relationships with the Director of Bede House and to foster student links, including the annual selection of a Clare student who is funded to work at Bede House.

Other Duties
The Dean will be expected to perform a limited number of weddings and blessings of marriage for Clare members, as well as funerals, memorial services and memorial events. The Dean may also be asked by the Master to advise on patronage issues and to liaise on behalf of the College with Deans and Chaplains of other colleges, local churches, and the diocese of Ely. The Dean will be required to hold a licence from the Bishop of Ely. There are no commitments in the College Chapel outside Term, although it is hoped that the Dean might occasionally preach at College livings.
Person Specification

Candidates will need to:

• be an ordained priest of a Christian Church in communion with the Church of England
• have proven pastoral skills that will enable the post holder to fulfil their responsibilities to all members of the College community
• have wide-ranging intellectual interests and open-mindedness that will enable the post holder to participate in issues facing the whole college community
• be an excellent preacher, and a confident liturgical celebrant
• will have sympathy with the musical tradition of the Chapel and the College
• have energy and enthusiasm that will enable the post holder to relate to young people, and to carry out the regular tasks involved in running the chapel
• have an ability to liaise effectively with key people, both within and on behalf of the College and within the University
• have personnel skills that will enable the post holder to manage staff and colleagues involved in the day-to-day running of the Chapel
• have the capacity for teaching and research that will enable the post holder to supervise undergraduates and direct studies in Theology

Terms of Appointment

• The appointment will be subject to the College verifying that the successful applicant is eligible to work in the UK.
• The appointment will be subject to a DBS check.
• The appointment will be from 1 January 2019.
• The stipend will be point 45 on the University of Cambridge’s salary scales which is £36,261 per annum. Accommodation or, as an alternative, a housing allowance will be offered.
• There are additional payments for undergraduate and postgraduate supervisions, and direction of studies.
• The College will pay reasonable relocation expenses up to the limit allowed by HMRC for specific areas of expenditure. The specific categories of expenditure that may be reimbursed include:
  o Costs associated with the disposal of old residence, e.g. legal fees
  o Costs associated with the acquisition of the new residence, e.g. legal fees
  o Stamp duty
  o Transporting belongings
  o Storage costs to a maximum of 26 weeks
  o Travel costs to port of entry for moved into the UK (at economy class rates or equivalent).
• The Fellowship carries with it an entitlement of Commons (ten free meals a week) and there is an entertainment allowance.
• The College has established a Shared Equity House Purchase Scheme, to assist in the purchase of a property in the Cambridge area. The Shared Equity House Purchase Scheme is offered as an alternative to accommodation or a housing allowance.
• The post holder will be entitled to join the Universities Superannuation Scheme (USS). USS has two sections – the Final Salary section and the Career Revalued section. Both are ‘defined benefit’ which means the benefit you receive is worked out using a known formula. If you join USS and you have not been a member previously, you will be eligible for the Career Revalued Benefits Section. For more information Scheme Guides are available at www.uss.co.uk/SchemeGuide/Pages/default.aspx.
• Car parking will be provided, subject to availability.
• Any offer of employment will be made subject to references.

Shortlisted candidates will be invited to come to the College on Wednesday 17 October to meet senior and junior members and to attend for interview by the Appointments Committee on the morning of 18 October 2018.

Applicants should submit

• a completed application form
• a full *curriculum vitae*
• a personal statement (of not more than one page of A4) which indicates why the applicant believes that they are suitable for the post
• the names and addresses of three referees

to the HR Manager, Sally Hewings sh435@cam.ac.uk Clare College, Cambridge, CB2 1TL by no later 12 pm on Wednesday 10 October 2018.

Clare College pursues an equal opportunities policy and is a charity for the promotion of education.