MAGDALEN COLLEGE, OXFORD

DEAN OF DIVINITY

Further Particulars

Magdalen College, Oxford was founded in 1458 by William of Waynflete, Bishop of Winchester. The College is one of the five traditional Choral Foundations in the Universities of Oxford and Cambridge. Statutes of the College have objects “to further study, learning, education and research” and to “provide for public worship through the provision, support and maintenance of a Chapel and Choir”.

The College wishes to elect a Dean of Divinity. The Further Particulars for the post, an application form and a recruitment monitoring form are obtainable from the College website: http://www.magd.ox.ac.uk/job-vacancies/

The Further Particulars are given below.

1. The Dean of Divinity will be a fixed-term Official Fellow of the College and a member of the Governing Body (Charity Trustee), and will hold the Fellowship in respect of the office of Dean of Divinity. No person may hold the office of Dean of Divinity who is not either an Anglican priest or a priest of a church in full communion with the Church of England. This is a Career Development post which is intended to prepare the postholder for later responsibilities in Church of England parishes or dioceses, or similar.

2. The Dean of Divinity acts as a pastoral adviser to the whole College community of staff, students and academics. The number of junior members of the College is in the region of 600, of whom about two-thirds are undergraduates. The remainder are mostly graduate students, who spend the majority of the year in Oxford. There are currently 71 Fellows who are members of the Governing Body, of whom a number reside in College, and around 130 domestic and other employees. The Dean of Divinity needs to be available if necessary outside normal working hours. There is a large welfare team in College including two Deans of Arts (Fellows charged with maintaining discipline among junior members and dealing with issues related to their welfare), Tutor for Welfare, Tutor for Equality and Diversity, three Sub-Deans, College Nurse, College Counsellor, College Mentor for Students, and a Student Support Administrator.

3. The Dean of Divinity is responsible for all services in the College Chapel. The current arrangements include choral services six days a week during Full Term, sung by
the College Choir on the Foundation of the College. The Choir consists of boy Choristers who attend Magdalen College School and of male undergraduates (Academical Clerks) of the College; it is directed by the Informator Choristarum and Organist, who is a Tutorial Fellow of the College. On some Saturdays (usually five or six in each term) Evensong is sung by the Magdalen College Consort of Voices: this is a mixed choir made up of the same altos, tenors and basses of the College Choir, with sopranos singing the top line. Choral Evensong or Evening Prayer, in the formal "cathedral style", is sung every day in Full Term except Monday. On Sunday the Sung Eucharist is celebrated at 11am. Currently, a short homily is preached by the Dean of Divinity or one of the assisting clergy or a member of the Fellowship at the Sunday morning service, and there is a pattern of regular visiting preachers at Choral Evensong on Sunday evenings. The ability to attract interesting speakers for Sunday evening services, as for the two sermons before the University hosted by Magdalen each year, would be an advantage in the post.

4. In addition to the choral services, the Dean of Divinity conducts such other services as may be desirable to meet the needs of members of the College. The said services are currently Morning Prayer every day from Monday to Friday. In vacations it is expected that some services will continue for the benefit of those who remain in residence, but the organisation of these is at the discretion of the Dean of Divinity. The Dean of Divinity is responsible for organising funerals, memorial services and weddings in the Chapel. In general, these are held only for members of the College and children of Fellows and staff. There are also up to three services per year in the vacations which are held before Gaudy dinners for old members. Other events are held in the Chapel at the Dean of Divinity’s discretion. This permission would not normally be withheld for College music events or services or for events requested by Magdalen College School, Oxford.

5. The work of the Dean of Divinity is supported by one or more assistant chaplains. The main assistant is known for historical reasons as the Fellows’ Chaplain, and there may be additional or honorary assistants. The Fellows’ Chaplain is also ordained and in recent decades has typically been a graduate student or a local priest with additional parochial or other duties. The Fellows’ Chaplain receives a small stipend and dining rights. The appointment of assistant chaplains is agreed in consultation with the Chapel and Choir Committee and subject to approval by the College. Currently, there are two “half-time” Fellows’ Chaplains and two Honorary Chaplains assisting with services. The Founder’s Chaplain is a lay appointment from within the Fellowship. The Founder’s Chaplain undertakes Founder’s Prayers at ten Sunday Evensongs per year.

6. The Dean of Divinity provides pastoral support to members of the College, irrespective of their own beliefs. She or he will also provide opportunities for students and others to explore ethical issues, their own beliefs and the Christian faith. In recent years, in addition to chapel-related meetings, the Dean of Divinity has been the patron to the Stokesley Society, a weekly discussion forum led by students who choose the topic each week which can range from ethical and religious issues to politics. The Dean of Divinity has also organised meetings of the Addison Society which provides a forum for members of the College to discuss ethical, social and religious issues with a distinguished speaker. A confirmation service is held in Chapel once a year. The Dean of Divinity
traditionally offers the opportunity for confirmation preparation - a round of classes each year - to the Choristers.

7. There is no formal junction between the post of Dean of Divinity and Magdalen College School but it is expected that close co-operation is maintained when needed. The School uses the Chapel on a number of occasions each year and a good working relationship with the Master, Chaplain and other School staff is important. There are friendly ties between the College Chapel and local churches, chapels and religious communities, as well as the Diocese of Oxford. The Bishop of Winchester is Visitor of the College. In addition to local support, he can be consulted by the Dean of Divinity on any matters concerning the Chapel and its work.

8. The Dean of Divinity has some administrative functions. These include acting as Secretary to the Chapel and Choir Committee and the Livings Committee, administering with the Informator Choristarum the procedures for examining and admitting Choristers and proposing candidates for College Livings and the preachers of the two University Sermons which are held in College each year. He or she is also ex officio a member of the Tutorial Board and of the Cases Committee. The Dean of Divinity may be asked to join other College Committees. A PA is provided to support the Dean of Divinity and the Informator Choristarum, and there is also additional secretarial support.

9. The Dean of Divinity is not required to undertake any academic teaching, but may teach as opportunity permits, receiving payment in the normal way. Magdalen College is a very friendly, lively, diverse and interdisciplinary research environment with the highest academic standards. The Dean of Divinity would be encouraged, if appropriate, to benefit from this and to pursue his or her own research interests.

10. The Dean of Divinity will hold a licence from the Bishop of Oxford and conduct services that are authorised or allowed by the Canons of the Church of England. Services in the Chapel are held according to the provisions of the Book of Common Prayer and Common Worship.

11. This is a career-development post; the tenure of the office and of the Fellowship will be for seven years from the date of appointment and will not be renewable.

The Dean of Divinity’s stipend will be on the Grade 06S scale of the University of Oxford, currently £28,660 - £34,189, and see https://www.admin.ox.ac.uk/finance/epp/payroll/scales/grades6andup/

In addition the Dean of Divinity will receive appropriate College accommodation free of rent (or a discretionary housing allowance, at present £15,000 per annum) and will be entitled to take Common College Lunch and Dinner free of charge. The Dean of Divinity is entitled to receive the Fellows’ personal entertainment allowance of £290 pa and there is also an entertainment allocation in the annual budget for Chapel and Choir. There is a Research allowance of up to £1,750 per annum and a Computer allowance of up to £1,400 per annum in the first year of employment and £600 per annum thereafter.
All the above figures will be adjusted by any pay awards between the present date and the proposed date of commencement. The salary is pensionable only under the University Superannuation Scheme. There is no sabbatical leave associated with this role. The post has a holiday allowance of 30 days per annum plus public holidays. However, holidays may not be taken in term time, and where a public holiday falls in term it is a normal working day and the leave may be taken at another time.

12. The selection criteria for the post are as follows:

A: Essential

Applicants must
(a) be a Priest of the Church of England, or of a Church in full communion with the Church of England, with the completion of at least one curacy;
(b) have an honours degree;
(c) have wide pastoral experience and excellent interpersonal skills.

B: Desirable

It may be an advantage if applicants have:
(a) the ability to sing as part of the Chapel services;
(b) engagement with academic research and/or teaching;
(c) experience of a second curacy, a first incumbency in a parish or a similar post.

Candidates should address these criteria in their letters of application, and ask three referees to do so in their letters of support (see below for details of how to apply).

13. It is hoped that the successful candidate can start on 1 July 2019, or as soon as possible thereafter, and not later than 1 September 2019. There is a three-year probationary period. All applications will be acknowledged after receipt and will be considered by the selection committee as soon as possible after the closing date. All shortlisted candidates will be interviewed. Applications for this post will be considered by a selection panel containing representatives from the Governing Body of Magdalen College and also an external member who is ordained. The selection panel is responsible for conducting all aspects of the recruitment and selection process; it does not, however, have the authority to make the final decision as to who should be appointed. The final decision will be made by the Governing Body of Magdalen College on the basis of a recommendation made by the selection panel. No offer of appointment will be valid, therefore, until and unless the recommendation has been approved by the Governing Body and a formal contractual offer has been made.

14. Details of the interview process will be sent to those shortlisted. All reasonable interview expenses will be reimbursed. The College will arrange accommodation if candidates wish to stay overnight. The College will interview short-listed candidates on 27 February 2019.
15. The appointment will be subject to satisfactory completion of a medical questionnaire and the provision of proof of the right to work in the UK. It is also conditional upon the receipt of an enhanced DBS clearance, and the College may require periodic updated disclosures during the period of office. Candidates who would need a work visa if appointed to the post are asked to note that under the UK’s points-based migration system they will need to demonstrate that they have sufficient points, and in particular that (i) they have sufficient English language skills (evidenced by (a) passing an approved English Language test with at least CEFR level B1 in reading, writing, speaking, and listening, or (b) having an academic qualification that was taught in English and is recognized by UK NARIC as being equivalent to a UK bachelor’s degree, master’s degree, or PhD, or (c) being a national of a majority English-speaking country) and (ii) that they have sufficient funds to maintain themselves and any dependants until they receive their first salary payment. Further information is available at www.gov.uk/tier-2-general/overview.

16. Those attending interview should bring their original degree certificate for highest qualification achieved and their passport.

17. Magdalen College is an Equal Opportunities Employer. Further information can be obtained on the College web site: http://www.magd.ox.ac.uk/equality/

The College provides for maternity leave on the basis that exceeds statutory provisions. Provided that they have at least 26 weeks’ service at the 15th week before the expected week of birth, women are eligible for 26 weeks’ maternity leave on full pay, followed by 13 weeks of leave on statutory pay (SMP) and 13 weeks of unpaid maternity leave. Arrangements are available for Adoption, Shared Parental Leave and Paternity Leave. Magdalen College has a priority claim on four places in the University nurseries.

18. All data supplied by applicants will be used only for the purposes of determining their suitability for the post and will be held in accordance with the principles of the Data Protection Act 2018 and the College’s Data Protection Policy which can be found at http://www.magd.ox.ac.uk/other-policies/data-protection/. Please note that if the person appointed to the post is a migrant sponsored under the UK’s points-based migration system, we are required to retain recruitment records to include applications, interview notes and recruitment decision summary grid for six months after the employer has ceased sponsoring the migrant as required by the Home Office.

19. Letters of application, including a full curriculum vitae and the names and contact details of three referees should be submitted electronically to the PA to the President, Rachel Mehtar using the email address dd@magd.ox.ac.uk. The application form should be submitted with your letter of application. Deadline for submission of applications and all references is 12pm UK time, 15 February 2019. Applicants are requested to ask their three referees to send references directly to Rachel Mehtar without further prompting by the closing deadline using the email address dd@magd.ox.ac.uk

20. A Recruitment Monitoring Form will be found at the following page on the Magdalen College website: http://www.magd.ox.ac.uk/job-vacancies/. Applicants are
requested to complete the form and return it to Human Resources, Magdalen College, Oxford, OX1 4AU (or by e-mail to human.resources@magd.ox.ac.uk). Please note that the form is anonymous and is used only to monitor and ensure equality of opportunity for all candidates: it is not part of the selection process and will not be seen by any member of the selection committee.

21. Should you have any queries about the post or how to apply, please contact the President of the College, Professor Sir David Clary FRS (at david.clary@magd.ox.ac.uk or telephone +44 (0)1865 276100), or the Informator Choristarum, Mr Mark Williams (at mark.williams@magd.ox.ac.uk or telephone: +44 (0) 1865 276007).