



Job Application Pack College Principal





BRISTOL
BAPTIST COLLEGE

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Office: Principal
Reports to: Chair of Trustees
Salary: £45,050 (1.7 times the BUGB standard stipend)

WELCOME

Thank you for taking the time to read through this role description and person specification for the office of Principal at Bristol Baptist College.

The college is a vibrant community of people, committed to following Jesus Christ and learning and growing together as they seek to respond to the call of God on their lives.

The aim of Bristol Baptist College is to share in the mission of God in the world through the formation of competent, passionate, spirit-filled and evangelical people for different forms of Christian ministry.

We seek to accomplish this by enabling our students to be disciples of Jesus Christ who love God, and who love and understand the Scriptures, the Church and the Christian faith. We help them to live in ways that authentically express this love and understanding. Our students are able to communicate their passion for God within the church and beyond it; they are equipped to oversee and support the discipleship of others; they are team players who are able to offer leadership to churches and to the wider community; and they can participate in and to lead the tasks of mission. They are equipped to do this in churches of any tradition but have a particular love for, sympathy for, affinity with and understanding of the Baptist tradition as it is expressed through the churches, associations, and colleges of Baptist Together.

At the retirement of the current Principal, the College is looking to appoint a successor to work with the staff and the Board to develop a new strategic plan that continues this Bristol tradition of formation and discipleship, responding flexibly to the challenges of current contexts and underpinned by the College's values:

- Spiritual Passion
- Radical Discipleship
- Missional Commitment
- Covenant Community
- Academic Excellence

For more information on our aim and values please [visit our website](#).

NEXT STEPS

We hope that you will take time to consider prayerfully the information contained in the following pages. If you choose to express your interest, please know that we will be praying for you throughout the process of appointment. We know from our past experiences that God is faithful in bringing the right people forward at the right time in our college life, and we are excited to see who God will bring, and what He will do through them.

If you would like an informal conversation as you prayerfully consider things, please email me to arrange a mutually convenient time: rabottoms@btinternet.com

Please note that the closing date for all applications is Midnight on Friday 16th December 2022.

Interviews will take place on Monday 30th January 2023.

In Christ,
Ruth Bottoms
Chair of Trustees

ROLE SUMMARY

The role of the Principal of Bristol Baptist College is, under God's guidance, to provide inspiring Christian leadership for all who work or study at the College. We are looking for a person committed to working out discipleship in and through community, sharing collegially with other staff, and working strategically with the Trustee Board. The person needs to be committed to working ecumenically and flexibly to enable appropriate patterns of training and formation in response to the changing contexts of church life and culture.

In summary:

STRATEGIC LEADERSHIP – Oversee the spiritual development of the College, its staff, and students. Systematically and regularly review the College's provision with a view to continuous quality improvement through a strategic development plan, agreed by the trustees, that is costed, implemented, and reviewed.

STUDENTS - Through Godly leadership and personal involvement in teaching ensure that students attain high levels of academic achievement and spiritual development in line with their potential and gifting, whilst receiving appropriate pastoral support at the College.

TEACHING AND FORMATION - Participate in teaching to at least undergraduate level in their specialist teaching areas, working closely with colleagues.

STAFF - Motivate and inspire all staff whilst overseeing their deployment to ensure the highest possible standards of provision and create an environment in which they will develop both professionally and spiritually.

MANAGEMENT OF RESOURCES - Oversee all operations and functions within the College, identifying and maximising opportunities that will improve performance.

BOARD RELATIONSHIPS - Ensure that the Board, and its sub-committees receive the information needed to function effectively and to properly discharge their responsibilities.

EXTERNAL LINKS - Communicate effectively with Trinity College, local churches, associations, Baptist Together and other stake holding organisations to build effective partnerships and external relationships.

COMPLIANCE - Ensure that the College complies with its statutory and regulatory responsibilities.

There is a genuine occupational requirement that the post-holder is Christian.

This role is subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check.



KEY RESPONSIBILITIES

STRATEGIC LEADERSHIP - **Oversee the spiritual development of the College, its staff, and students. Systematically and regularly review the College's provision with a view to continuous quality improvement through a strategic development plan, agreed by the trustees, that is costed, implemented, and reviewed.**

- Lead the strategic planning processes within the framework set by the Board and assist the Board in determination of the educational character, vision, mission and values of the college.
- Foster and maintain a clear vision for the future of the College that maintains a commitment to preparing and forming people for Christian ministry that align with Baptist ecclesiology, embodying the values of the college's tradition and its ethos, especially its evangelical identity and its commitment to life in community.
- Effectively implement the strategic and operational plans agreed with the Board ensuring they are underpinned by the Colleges' core values.
- Ensure the corporate mission and strategic direction of the college is clear, understood and embraced by staff, students, key stakeholders, and the wider supporting community.
- Regularly evaluate and review the Strategic Plan ensuring quality improvements are realised, new areas / innovations considered and feed back to the Board as appropriate at regular intervals, engaging regularly with Christian and civic issues to ensure the Colleges' wider curriculum remains pertinent to the UK missional context.
- Actively oversee the development of our partnership with Trinity College. To maintain and build strong relationships with our partner and as a director of the join academic company, provide strategic leadership.
- Oversee the spiritual development of staff and students, ensuring that people are able to grow as disciples of the Lord Jesus and become Jesus shaped people.

STUDENTS - **Through Godly leadership and personal involvement in teaching, create an environment where students attain high levels of academic achievement and spiritual development in line with their potential and gifting, whilst receiving good pastoral support at the College.**

- Seeking new students and the development of courses and study centres. Reporting to the Ministry Team on student progress and commendation and liaising with the appropriate regional minister concerning student settlement.
- Focus the Colleges' efforts on continuous improvements in the quality of education, spiritual development, and pastoral support.
- Through appropriate personal involvement in teaching and effective leadership of the academic staff, working in partnership with Trinity College, oversee the maintenance of high teaching standards and innovative methods of learning
- Provide an environment where students feel able to be enthusiastically pro-active in their learning, fostering critical thinking and research skills whilst developing both personally and spiritually.
- Engage with the student body particularly through frequent meetings with the Student President.

- Ensuring appropriate pastoral support of students and their spouses in partnership with other staff. Including leading a pastoral group.
- Ensure the processes that determine the quality of curriculum development, teaching, learning and assessment are rigorous and provide a robust basis for improvement whilst meeting the requirements of quality agencies such as QAA and other accrediting bodies.

TEACHING AND FORMATION - Participate in teaching to at least undergraduate level in their specialist teaching areas working closely with colleagues.

- Sharing in the teaching to deliver under-graduate level training in your areas of theological expertise.
- Provide for supervision of post-graduate students as able.
- Sharing with the other tutors in the delivery of the Ministerial Formation programme and other aspects of ministerial formation.

STAFF - Motivate and inspire all staff whilst overseeing their deployment to ensure the highest possible standards of provision and create an environment in which they will develop both professionally and spiritually.

- Provide leadership for all staff and inspire them to perform to the highest levels of their ability whilst fostering a team and working collaboratively to ensure all to feel part of one team that delivers quality outcomes for students.
- Support academic staff to demonstrate the highest levels of teaching and pastoral support for their students, developing appropriate modes of teaching and learning to suit the range of students whilst nurturing both educational excellence and spiritual development.
- Ensure staff are appropriately qualified, making provision for their training, development, motivation, and support whilst empowering them to take responsibility for their work so that decisions can be delegated to an appropriate level and quality outcomes delivered.
- Encourage all staff to play an active role in the Colleges' promotion and student recruitment.
- Set appropriate goals throughout the organisation, with quality and performance monitored and managed regularly.
- Foster an environment of trust and openness within the College through regular staff team meetings, clear two-way communication, effective annual appraisals and undertaking a consistent, programme of staff consultation that initiates positive actions.
- Create an environment to ensure that the spiritual, physical, employment and social environment for all staff meets the highest standards of integrity, behaviour, respect, safety, and fairness.

MANAGEMENT OF RESOURCES - Oversee all operations and functions within the College, identifying and maximising opportunities that will improve performance.

- Lead and direct the staff team ensuring that Board decisions are implemented as agreed.
- Ensure that the Colleges' management, organisation, structures, and HR processes are fit for purpose, reviewed, and updated and procedures are adhered to.

- Be accountable to the Board and Government Funding Agencies for the funding received by the College.
- Review and report to the Board, in conjunction with the Treasurer and Business Manager, on the Colleges' financial health through timely and suitable internal controls, budgetary control, monthly management and statutory accounts.
- Review in conjunction with the Treasurer and Business Manager the physical assets of the College ensuring that they are maintained in good condition.

BOARD RELATIONSHIPS - Ensure that the Board and its sub-committees receives the information needed to function effectively and to properly discharge its responsibilities.

- Develop a strong and positive trusting working relationship with the Chair of trustees.
- Be accountable to the Board for all aspects of Colleges' operations and support.
- Co-ordinate and ensure that the Board is provided with timely, accurate and relevant information, through both written and verbal reporting.
- Ensure that the Board is made aware of issues that might affect the good standing of the College and that guidance given by the Board on such matters is implemented.
- Ensure that working relationships and communication between the Board and Staff Team are both effective and appropriate.
- Work with the Board to identify skills needed and the appropriate recruiting and induction of new Board members, including those to the offices of Chair, Treasurer and Committee Chairs.
- Undertake any other reasonable tasks at the request of the Chair or the Board.

EXTERNAL LINKS - Communicate effectively with Trinity College, local churches, associations, Baptist Together and other stake holding organisations to build effective partnerships and external relationships.

- Working closely with the principal of Trinity College in sustaining and developing further the close and effective partnership between the two colleges, including the Academic Board and joint senior management team.
- Contribute, as appropriate, to the life of the Baptist Union and where appropriate represent the college. Maintain good communication and co-operation with the Ministry Team of the Baptist Union.
- Actively engage by being part of the Core leadership team of the Baptist Union and Baptist Council.
- Participate in the British Baptist Colleges' principals' meetings and Baptist Colleges' joint meetings.
- Develop close partnerships with regional ministers and other representatives of the associations, especially with the West of England Baptist Network, South West Baptist Association, Southern Counties Baptist Association and the Heart of England Baptist Association.
- Serve as a trustee (ex-officio) of the West of England Baptist Network.

- Serve as a trustee of the Bristol Baptist Fund.
- Develop and maintain close relationships with the Bristol Community, local churches, mission agencies, donors, former students and the Christian public to help ensure their needs relevant to the College are recognised and met.
- Review and proactively encourage donations and support of the College both through Trusts and the Christian public and where appropriate take part in fund and awareness raising activities
- Encourage the development of mutually supportive partnerships and alliances with past students, churches, mission agencies and the Christian public that help to support the mission of the College.
- Be an ambassador for the College and ensure it is appropriately and effectively represented at local, regional, national and international level in order to promote and safeguard its interests, reputation and influence through preaching and other speaking engagements.
- Maintain and develop the Colleges' partnerships with other relevant accrediting institutions. Fostering links with Baptist Seminaries in other parts of the world, especially in the Consortium of European Baptist Theological Schools.

COMPLIANCE - Ensure that the College complies with its statutory and regulatory responsibilities.

- Principal to have a sound understanding of governance, that enables and encourages challenge, being held to account, decisions made in accordance with a Scheme of Delegation and wise use of allocated resources.
- Take responsibility for compliance by reviewing the Colleges' Risk Register and ensure that risks identified are minimised and reported on regularly to the Board through the Audit and Risk Committee.
- Ensure that the college complies with all legal and statutory regulations and implementing and promoting related policies and procedures.

Higher and Further Education are ever-changing services, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work.

This role description will be reviewed regularly during the appraisal process and will be varied in the light of the needs of the College.

The role description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the remuneration associated with the post.

NOT SURE YOU TICK ALL THE BOXES?

No-one will be equally strong in all these areas, so our desire is to encourage an early conversation, if desired, prior to application. We are committed to providing good training and development support to the right person, and it may be that we can work with you to prepare you for some of the particular responsibilities of the role.

PRINCIPAL PERSON SPECIFICATION

E = Essential D = Desirable

CRITERIA	RANK
Be an accredited minister of a Baptist Union or Convention in membership with the Baptist World Alliance	E
Have at least a master's degree in theology/biblical studies	E
Possess an academic qualification at doctoral level in a relevant discipline or be nearing the completion of a PHD	E
Have a proven record in continuing professional development	E
Demonstrate academic competence through publications record.	D
Experience	
Have pastoral and / or pioneering leadership experience in the ministry of a local church or missional context	E
Have recent experience of theological education	E
Have experience of working in teams	E
Have experience of financial management monitoring and systems	E
Have experience of ministerial formation	D
Have experience of networking within Baptist Together	D
Have wider experience in ministry (pioneer, chaplaincy etc)	D
Have experience of working ecumenically	D
Have experience of engaging in world mission	D
Skills, Knowledge and Abilities	
Be able to think strategically and help others to develop and share vision and values	E
Be an able preacher	E
Be an able teacher and communicator, using a variety of methods	E
Be a reflective practitioner, able to integrate spirituality, academic theology and ministerial practice	E
Be able to lead and build a team	E
Be able to offer pastoral support	E
IT literate e.g. competent with Word, Excel, SharePoint, PowerPoint, social media	E
Knowledge of charity governance	E
Be able to manage staff	E
Ability to engage in conflict resolution/mediation	E
Personal Qualities	
A person of deep spirituality, integrity and prayer	E
A person of wide theological awareness	E
A person with a strong understanding of Baptist identity and its outworking	E
Able to work collegially in a team	E
Able to build trust with a variety of stakeholders	E
Able to maintain high personal standards of scholarship	E

HOW TO APPLY

To apply, please complete the application form available online or contact the College Manager, Sophie Atkinson, for a hard copy to be posted to you. The text boxes in the digital application form expand, so please be careful to address all the criteria in the person specification.

Please include the names and contact details of four referees, Referees will not be approached until the final stages and not without prior permission from candidates.

The preferred method of application is by email to the College Manager, Sophie Atkinson, atkinsons@bristol-baptist.ac.uk

All applications will receive an acknowledgement.

Personal Data

We are committed to preserving your privacy, to letting you know how we use your personal information and to making responsible use of your data.

References to "we", "us", or "our" in this document are references to Bristol Baptist College, a company limited by guarantee registered in England and Wales, registered company number: 4279352; and a charity registered in England, registered charity number: 1102280. Registered Office: Bristol Baptist College, The Promenade, Clifton Down, Bristol BS8 3NJ.

1. Our use of information about you

The information which you have supplied on this form, or which comes to us in response to a reference request, will be used only for the purpose of considering your application for this post. It will be shared with those involved in the appointment process. We will not share your information with any other organisation or individual without obtaining your specific consent.

2. Security

We will take reasonable precautions to prevent the loss, misuse or alteration of any information you give us.

If you have provided us with an email address then we may communicate with you by e-mail. Communications will not be sent in an encrypted form unless you require it and provide the certification to enable us to communicate with you in that way. E-mail unless encrypted is not a fully secure means of communication. Whilst we do our best to keep our systems and communications protected against viruses and other harmful effects we cannot bear responsibility for all communications being virus-free.

3. Retention Policy

The information you have provided will be retained for a period of six months after the date of interview, unless you are appointed to the post, in which case it will be transferred to your personnel record and kept for the duration of your appointment with us.

If you have any queries about this policy or our procedures, please contact the College Manager atkinsons@bristol-baptist.ac.uk.