**Message from the Bursar & Master**

Thank you for your interest in joining our team here at St Edmund’s. With over 80 nationalities represented each year and offering every degree course, there are few places where you can be immersed in such a rich diversity. We aim not only to deliver a first-class education, but to provide a vibrant, friendly and diverse community for all of our members - students, alumni, fellows, senior members, and staff. The role of Governance, Risk & Compliance Manager is a vital one at what is an exciting time for the College as we drive forward our ambitious plans. The current post holder has driven forward a programme of change that will need to continue.

As a Chartered Secretary, I believe strongly in the importance of having the right foundations to enable an organisation to flourish. You will have a key role to play, working to ensure that our governance processes continue to run smoothly and efficiently - to enable us as a team to provide the level of support that the College needs and expect.

**Graham Watson**  
Bursar of St Edmund’s College

My mandate as Master is to consolidate the incredible journey St Edmund’s has been on since its founding as a home for a then marginalised Roman Catholic minority, and take our vibrant multi-cultural community to the next stage in our development. You will be key to ensuring that we continue to have all the necessary governance and compliance in place to enable smooth delivery of the College’s ambitious plans. You will be a key member of the team helping our senior members manage and lead the College well. If that sounds like you, please, apply.

**Catherine Arnold OBE**  
Master of St Edmund’s College
Who we are

St Edmund’s College is one of the 31 constituent colleges of the University of Cambridge. Our vibrant student body is made up of around 420 post-graduates and 130 mature undergraduates, who are over 21 years of age. With over 260 senior members – academics working at the cutting edge of their field or eminent members of their profession – and around 70 staff, you will be joining a dynamic and growing College with an ambitious vision for our role in shaping the future of higher education and collaborative research. The maturity of our community means that we have earned a reputation as the friendly College. Relaxed, non-hierarchical and diverse, we pride ourselves on being a place in Cambridge where people of all backgrounds are welcomed, will feel at home and can flourish. This is more than a lived reality; it is part of our founding philosophy: that the excellence of education and research at the University of Cambridge must be made available to people of all backgrounds and that no one should feel excluded.

Established in 1896 as a home for a marginalised Roman Catholic minority that had previously been excluded from the University, we remain the only College in Cambridge and Oxford to have a Roman Catholic Dean and Chapel. Today we welcome members of all faiths and none, but our history continues to inform our commitment to increased access and inclusivity. We were the first formally all-male college to accept women and the natural choice for two UK foundations to provide scholarships for future British Muslim leaders. The College has grown significantly in the last 20 years. The acquisition and development of the award winning Mount Pleasant Halls, opened in September 2019, launched a new phase in our growth and development. The next 10 years will be an exciting time to be part of the St Edmund’s story. We need creative, energetic people who are passionate about the global importance of education and research to secure, shape, and develop that future.

Our leafy 10 acre grounds are conveniently positioned a short walk from the historic centre and close to the new West and North West Cambridge developments, which house new faculty buildings and much of the City’s high-tech enterprise. From our famous Okinaga Tower, with the highest room in Cambridge, we can take in all the beauty that city and surrounding landscape has to offer. The Norfolk Building sits at the centre of College. Our Dining Hall, through which much College life flows, provides a place to eat and meet for people of all ages and without distinction between students, staff and fellows – we have highchairs but no high table. The award-winning Mount Pleasant Halls opened in 2019, expanding our site and adding over 270 new, high-quality, rooms and study spaces to our campus. As part of our future vision, the College has secured planning permission for a major new East Court development: an attractive series of buildings focussed on creating shared spaces and increased encounter to support our vision of a global hub for multi-disciplinary education, learning and research.
The College’s Mission, Values & Community Framework

Our Mission
Empowering global talent to shape the future.

We form global thinkers and leaders who bridge disciplines and cultures to solve humanity’s challenges.

St Edmund’s builds a better future by developing, supporting and connecting a community of global talent, within the University of Cambridge, inspired to learn from difference and united in a commitment to improve the future for individuals, societies and the world.

To fulfil this vision the following actions will guide the College’s activity:

• Become the most international college in Cambridge (routinely rather than regularly) and a first-choice college for globally minded students over 21.
• Become a leader in widening access and participation for post-graduates.
• Become a college of choice for visiting fellowships from global leaders in their field.

Our Values
Integrity
Inclusivity
Open-minded

Our Community Framework
A community framework was also known as THRIVE has been developed to guide the College as its strategies and plans are delivered.

Trust: we welcome all members as equals and in turn expect members to contribute to the community and take responsibility for their actions. Our members build trust through openness, integrity, and consideration for others.

Higher purpose: we recognise the importance of cultivating mind, body and spirit. Our members are encouraged in a desire to serve beyond the self and to grow in understanding and wisdom.

Resilience: we encourage responsibility towards the self and others and provide support that acknowledges the individual and reflects the needs of a diverse, global community. Our members are helped to develop the mind-set and skill-set to thrive in a rapidly changing world.

Imagination: we are open to new ways of thinking and explore the world both as it is and as it ought to be. Our members are encouraged to move beyond academic specialism or personal identities to imagine new possibilities and innovate for the future.

Voice: we foster productive, vigorous and inclusive discourse, learning to engage and influence across cultures and disciplines. Our members exchange ideas and views, developing the skills and confidence to listen and communicate with impact and respect, including through challenging conversations.

Enjoyment: we want our members to enjoy their time with us; there is space at St Edmund’s for enthusiasm and exploration as well as excellence.
Role Description

Governance

- Working with the Bursar, and other College Officers you will ensure the smooth running of the committee system in compliance with the Statutes and Ordinances (S&Os) and the committees’ respective terms of reference. This will include, but not be limited to, the preparation, dissemination, recording and delivery of both information and action within the committee structure (e.g. agendas, papers, minutes, action logs etc.)
- Ensure best practice for governance is followed by the College.
- Work with relevant colleagues to develop and maintain annual cycles of business for the Governing Body, the Council and other committees of Council.
- Maintain appropriate guidance and codes of good practice in committee governance, including regular review of Terms of Reference, both for committees and stipendiary roles, and ensure that all committee Chairs, Secretaries and Members, where required are aware of and adhere to them.
- Coordinate paperwork for Governing Body, Council and other key committees, ensuring these are drafted, cleared and disseminated on time and in a clear and consistent format.
- Ensure that business at Governing Body and Council is in accordance with the Statutes & Ordinances, advising the Chair and Secretary, accordingly as required.
- Keep under review the appropriateness of the College’s governing documents to meet the practical needs of the College.
- Responsibility for drafting occasional papers or presentations in support of the objectives of the role, for Council, Governing Body or other key committees, in consultation with a range of stakeholders.
- Oversee the follow-up of actions arising from Council and Governing Body, including ensuring these are communicated to relevant parties and reflected in future agendas.
- Ensure effective communication between committees, and of committee decisions to Fellows, staff and the student body.
- Ensure Members of College and key staff understand and can contribute to Governance structures and decision-making processes in College.
- Maintain a register of interest and oversee the College’s conflict of interest policy.

Compliance

- Ensure the College is and remains compliant with all legislation and regulation that is relevant to it. Ensuring clear communication to all those that are involved in running the College the areas of compliance for which they are responsible.
- Maintain an indexed register of policies, including owners, dates for review and committee responsible for approval.
- Ensure there is a regular review of policies, and that at each review there is nothing incongruent with the Statutes & Ordinances or other compliance requirements.
- Oversee the complaints process ensuring policy compliance. As necessary undertake investigations to support the complaints process.
- Lead on ensuring the coherence of the College’s policies and compliance frameworks, ensuring that as policies are revised or developed the policy owner is aware of potential sources overlap, tension or non-compliance, and providing support in resolving them.
Compliance cont.

• Ensure clear and effective communication of policies and regulations by their owners, facilitating this where appropriate.
• Keep under review compliance against the Charity Commission Code of Governance, reporting any changes to Senior Officers and Council.
• Responsibility for timely and compliant external reporting e.g. to the Charity Commission.
• Act as the Data Protection Lead for the purposes of the University.

Risk management & other

• To develop the Risk Management Framework and work with College Officers and staff to implement and embed it across the College so that risk management is compliant with any regulation, and to foster a culture of risk awareness through all of the College’s activities.
• Maintaining the College risk register, ensuring that it is updated regularly to reflect internal and external factors that impact the College’s overall risk position.
• Contribute to the management of the Business Continuity Framework (BCP), working with departments to agree delegations and responsibilities.
• To develop and maintain a range of risk identification, assessment, measurement and monitoring processes – including ensuring that all risks as documented and reviewed as appropriate – to support the management of the College’s risks and ensure these are carried out on a regular basis and reported to the relevant Committee. Council or Governing Body.
• To report regularly to the College Council and other relevant bodies on matters of governance, risk and compliance, including the production of an annual report providing relevant management information on these areas.
• To support risk management across the College by providing advice and challenge on risk mitigation activities.
• Work with colleagues to share best practice and ensure policies are adhered to.
• Ensure the upkeep of the College, report any problems as necessary and help to keep the College litter free.
• Suggest and implement new ways of working and ideas, be an advocate for Continuous Improvement.
• Adhere to Health and Safety policies and procedures.
• Complete ad hoc tasks as required.
Organogram

Person Specification

Skills

• A self-starter who can work independently and use own initiative, including to improve working practices with the ability to work successfully as part of a team. Flexibility and willingness to adapt.

• Excellent and demonstrated ability to deliver results and work well with different people, including Fellows, visiting academics and other members of staff – or the equivalent in another organisation; cultural sensitivity.

• Proven ability to develop productive strong internal and external relationships.

• Discretion and the ability to handle confidential information in a professional manner.

• Ability to analyse complex data, regulation and legislation

• Excellent spoken and written communication skills.

• Commitment to the College objectives and ethos.

• IT literacy, notably Microsoft Office (including Excel, Power Point)

Experience

• Within a similar role

• Project and programme management

• Internal and external communication development & delivery

• Understanding of Charity governance and administration

Qualifications

• Degree level or equivalent

• A member (or student member) of the Association of Chartered Secretaries and Administrators (ACIS)
**Employment Particulars**

**Salary**
£42,000 - £46,000 dependant on experience

**Hours**
Full Time 36.5 hours per week Monday to Friday. There will be a requirement to work evenings and weekends.

**Holidays**
25 days annual leave plus bank holidays

**Staff benefits include**
- Meal allowance on working days and when the kitchen is open
- Free car parking on site (depending on availability)
- Contributory Pension Scheme
- Life Assurance (3x salary)