



RIDLEY HALL  
CAMBRIDGE



## PRINCIPAL ROLE SPECIFICATION



SEPTEMBER 2023

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# 1 Background



Established in 1881, Ridley Hall is an evangelical theological college set in spectacular surroundings in the centre of Cambridge. As part of the Cambridge Theological Federation, and with close and multi-layered links to the University of Cambridge, it provides a world-class setting for ministerial and lay training.

When Ridley Hall first opened its doors in the late nineteenth century, the student body was small. It grew from an initial eight students to a cohort of forty ordinands in the early 1900s. Since then, Ridley has trained generations of teachers, pastors, evangelists and lay leaders.

Ridley's core commitment is to provide the substantial and challenging training that will equip the leaders of the Church to meet the ever-changing demands made upon ministry. A variety of training pathways have been developed for those called to a growing range of ordained and lay ministries.

The women and men who study at Ridley vary in age and come from a wide range of backgrounds. About half of the students are preparing for ordained ministry in the Church of England. The other half of the community is formed by students representing a range of Christian traditions and denominations.





CAMBRIDGE  
THEOLOGICAL  
FEDERATION

Ridley Hall is a founding member of the Cambridge Theological Federation (CTF). The CTF was established in 1972 to bring together theological institutions in Cambridge and is now made up of twelve independent houses:

- Eastern Region Ministry Course
- Institute for Orthodox Christian Studies
- Margaret Beaufort Institute of Theology
- Ridley Hall
- Wesley House
- Westcott House
- Westminster College
- Woolf Institute
- The Faraday Institute of Science and Religion
- Westfield House
- Kirby Laing Centre for Public Theology in Cambridge
- Cambridge Centre for Christianity Worldwide

The Federation is not only inter-denominational but also inter-faith; the Woolf Institute provides a unique environment for the study of relations between Jews, Christians and Muslims.

In addition to delivering the Durham University suite of Common Awards offered in most Church of England theological education institutions, Ridley Hall is affiliated to the University of Cambridge as some of its students matriculate through the various Colleges.



## 2 Management of The College

The College is a registered charity and has a Board of Trustees which considers the long-term strategic vision for the College as well as having specific responsibilities, such as the appointment of the Principal.

Ridley Hall has a Senior Leadership Team who manage the College on a day-to-day basis and meet weekly in term-time. The team currently comprises:

- The Principal
- The Vice-Principal and Dean of Lay Ministry
- The Domestic Bursar

### Governance

The Board of Trustees (currently comprising 15 leading individuals from business, academia, the Church, Cambridge University and the General Synod) is responsible for:

- developing and approving the strategic objectives and direction for the College
- maintaining the overall identity, principles and ethos of the College
- appointing the Principal
- approving the annual budget and overseeing the financial stability of the College
- ensuring an excellent student experience which is aligned to the academic and theological goals of the College
- ensuring policies and safeguarding practices are up to date and reviewed regularly

The Principal attends meetings of the Board of Trustees, along with the Vice-Principal and the Senior Student, but does not have voting rights.

There are three Board sub-committees, supporting the Board and Principal:

- **Finance** focuses on long-term financial stability
- **Education and Formation** focuses on the student experience and curriculum
- **Development** focuses on partnerships and fundraising

The Principal is a member of all three sub-committees and attends as required.



## 3 Vision and Strategy

Ridley Hall's origins shape everything that the College has achieved to date and forms the basis of its objectives going forward: *'That the Good News of Jesus Christ be proclaimed to the ends of the earth so that individual lives, communities and cultures may be transformed by God's redeeming grace'*.

The current Ridley Hall strategy and priorities are rooted in our vision, mission and values.

**Vision:** becoming a beacon of Christian learning and formation

**Mission:** a community realising our calling to prepare leaders for the church

**Values:** excellence, community, graciousness, innovation, sustainability

Ridley Hall has set a five-year (2021–26) strategy. These strategic priorities aim to ensure the College provides excellent theological education and formation for an increasingly diverse range of lay and ordained Christian leaders in a variety of fields.

The priorities are:

- 1 Strive for excellence in our provision of degree level residential ordinand training
- 2 Strive for excellence in our provision of degree level lay ministry theological training and formation
- 3 Become a leading provider of online theological contextual training
- 4 Strive for excellence in developing our post graduate Mini-Block teaching
- 5 Recruit and retain an exceptional teaching, tutorial and support staff team
- 6 Continue the programme of building maintenance, property improvement and progress to net zero

Ridley Hall remains committed to the residential training of ordinands. However, successive strategies have widened our horizons to equip lay ministry through a variety of different pathways (formal and less formal). This means being an agile and innovative centre of learning and formation for the whole Church.

Ridley Hall is proud of its deep evangelical heritage and seeks to offer this with generosity and openness to the wider Church. The majority of our students are evangelical and we joyfully work to nurture them within this tradition, deepening their roots in Scripture and prayer. We also delight in the insights of those from other traditions who choose to learn here.



## 4 The Role of The Principal

The Principal will be an exceptional and inspirational leader with significant strategic, theological, pastoral and managerial capabilities.

They will embody the ethos of Ridley Hall and will guide and shape the College's life as a worshipping, mission-focused community. The Principal will be credible within the academic community as well as a good ambassador and networker, able to interpret and develop further the distinctiveness of Ridley Hall.

Residing locally, the Principal will be the visible leader within the College. They will represent Ridley Hall in the national Church and will be responsible for taking forward and maintaining good relationships with other members of the Cambridge Theological Federation (CTF), dioceses across the Church of England (and especially the eastern region dioceses), Ministry Team of the Church of England, the wider Anglican Communion, and other key organisations in the evangelical world.

While upholding the values and ethos of Ridley Hall, the Principal will be a gracious person who can engage and work constructively with those who differ. They will play an active role in the leadership of the CTF, helping to shape the Federation for the future.

The Principal, along with the Finance Director and Domestic Bursar, is responsible for the financial sustainability and health of the College. The Principal reports directly to the Chair of the Board of Trustees as well as to the Board itself but has significant independence in the day-to-day running of the Hall.

## 5 Responsibilities

The next Principal will need to:

- Be pastorally and academically credible and demonstrate excellence in teaching and preaching
- Have a working understanding of TEIs and Common Awards
- Have a grasp of the rapidly changing national landscape for theological education and Ridley's place in it over the next decade
- Engage with the benefits and challenges of the CTF
- Have the practical experience and an external orientation to equip leaders for the renewal of the Church and the wellbeing of society
- Be able to manage effectively a capable and engaged staff team, both tutors and support staff
- Be able to inspire and nurture students and take a strategic lead on shaping formation
- Balance decisions that ensure financial stability, while maintaining functionality and good staff morale



By personal example and presence the Principal offers a model to those training to be leaders in the Church of England. The Principal works closely with an elected Senior Student to keep abreast of morale in the community, tackling difficult pastoral situations as well as encouraging a thankful spirit in the College.

The Principal leads a cohesive, experienced and dedicated academic staff. Together, they oversee the formation of ordinands, so that they are spiritually, intellectually and emotionally ready to serve the Church of England as ordained clergy.

In addition to preparing candidates for ordination, Ridley Hall is also training those who wish to serve the Church as Children's, Families', Youth workers and School and Sports Chaplains. This training is primarily delivered through Ridley Lay Ministry. This training stream is overseen by the Vice-Principal who is also Dean of Lay Ministry. Teaching is provided by members of the wider academic staff team.

All Church of England theological education institutions are going through a period of change. The Principal is responsible for guiding the College through this challenge by being a secure and reassuring presence. At the same time the Principal is someone prepared to be innovative and entrepreneurial, ready to explore and develop new ways and means of training in addition to strengthening existing programmes.

### Management

The Principal oversees the management of all academic staff to ensure they are thriving as individuals who contribute to the wellbeing of the institution. The College currently employs 14 tutorial staff and 22 non-tutorial staff, plus a number of contract services staff, such as for IT.

## 6 Skills, Experience & Character Required

With the Domestic Bursar, the Principal is responsible for the flourishing of all support staff and the good management of the College. In collaboration with the Finance Director, Vice-Principal and Domestic Bursar, the Principal focuses on short and long-term planning, financial sustainability, student recruitment and make up, staff team (size, performance, motivation) strategic partnerships and the good ordering of the inherited estate. From time to time the Principal will have to make potentially difficult, yet strategic decisions, balancing short-term operational needs with long-term capital expenditure; investing in new versus existing programmes and managing the underlying cash flow of the organisation.

The Principal has a primary duty of reporting to the Board of Trustees through the termly meeting. This is supplemented by a weekly telephone conversation with the Chair of Trustees.

### Development and Fundraising

The Principal oversees development and fundraising, which is led by a Development Manager. The aim is to stretch our horizons, maximise our effectiveness and diversify income sources. There are opportunities to build partnerships, seek grants for new initiatives and to fundraise. The Principal will invest time to raise funds from the friends of Ridley Hall, alumni and trust funds in this country, as well as developing links overseas. The Principal will bring fresh energy and imagination to the task of developing contacts with alumni as a prayerfully-engaged and financially-supportive fellowship.



We are seeking a Principal who can confidently share their deep and winsome love for both Christ and the Church's mission. She or he will inspire future ordained and lay leaders, drawing on their own demonstrable leadership in parish and/or theological education.

The new Principal will bring experience that will equip them as they build on Ridley Hall's historic strengths and in turn re-imagine it, 'dream new dreams' and be entrepreneurial and energetic in their approach to working with a highly skilled staff team and student body.

Candidates are likely to be ordained Anglican, hold a higher degree, and also be able to demonstrate a broad range of the characteristics, skills, experience and knowledge from the list below:

### Personal Characteristics

- Excellent communication and interpersonal skills, able to relate to current and former students and staff and to develop and maintain relationships
- Ability to teach and preach effectively
- Intellectually creative and able to contribute to academic teaching, and shape effective formation
- Pastorally astute and compassionate
- A collaborative leader who has the ability to empower, encourage and release the gifts of staff and students in the community
- Self-aware, emotionally intelligent and courageous

- Willing to live on site or very close by and be a proactive part of the Ridley community
- Good judgement; problem solving and team player

## Skills and Experience

- Strategic and operational literacy; able to work through plans, budgets and other business matters with the Leadership Team, being supportive and helpful in making difficult decisions
- Strong regard and experience in Safeguarding practice, with up-to-date personal training
- Awareness of the challenges involved in successful fundraising and development
- Effective in recruitment and performance management; aware of legal and HR aspects of employment law
- Working understanding of TEIs and the Durham awards

## 7 Compensation and Details of Employment

The position of Principal is full time and the role comes with the compensation and conditions outlined below:

- The Principal will live on site or very near to Ridley Hall, Cambridge, CB3 9HG in housing provided by the College or through use of a housing allowance
- The Principal will report to the Chair of the Board of Trustees of Ridley Hall.
- The role will be remunerated according to a Theological College Principal's stipend on the Lichfield Scale. In addition, Council Tax on accommodation and water rates are paid by the College. A car and book allowance is available in accordance with the Lichfield Scale. In addition there is a resettlement grant.
- This is a full-time position. Annual paid leave entitlement will be six working weeks (30 days) plus bank holidays. Holidays are taken out of term by agreement. The holiday year runs from 1 January to 31 December. Some statutory holidays may need to be worked, particularly those that fall during the University Full Term – days off will be given in lieu.
- The College makes contributions on the Principal's behalf to the Church of England Funded Pension Scheme. In the case of a lay appointment, College provides contributions of 10% of gross salary to a Non-Contributory Pension Scheme.
- Lunch for the Principal from our excellent kitchen on weekdays during term time is a further benefit.

## 8 Recruitment Process

The Principal will be appointed by the Ridley Hall Board of Trustees, in dialogue with the College staff, students, and representatives of the CTF and Cambridge University.

The appointment process is a three-stage process.

1. A selection committee of Trustees will be involved in the longlisting of candidates.
2. Longlisted candidates will be invited to attend a first round Zoom videoconference with members of the selection committee. This initial round of interviews will take place on **6–7 November**.
3. All candidates should reserve availability to attend the **21–22 November** interview days, at Ridley Hall, Cambridge. Each candidate will be seen by three panels. Membership of these panels will involve students, academic and support staff and representatives of the CTF and Cambridge University. There will also be an interview with the full Board of Trustees; it is anticipated that a decision will be made on 22 November.

All candidates must be willing to attend the 21–22 November interview days, though it is recognised that some will not be asked to participate on these days.

Candidates will be asked to fill in a standard Church of England application form, which can be accessed through the Ridley Hall website or by email to [pa@ridley.cam.ac.uk](mailto:pa@ridley.cam.ac.uk).

They will be asked to write one page (no smaller than 12pt font) responding to the question: ‘Why do you think God could be calling you to Ridley and what would you bring?’



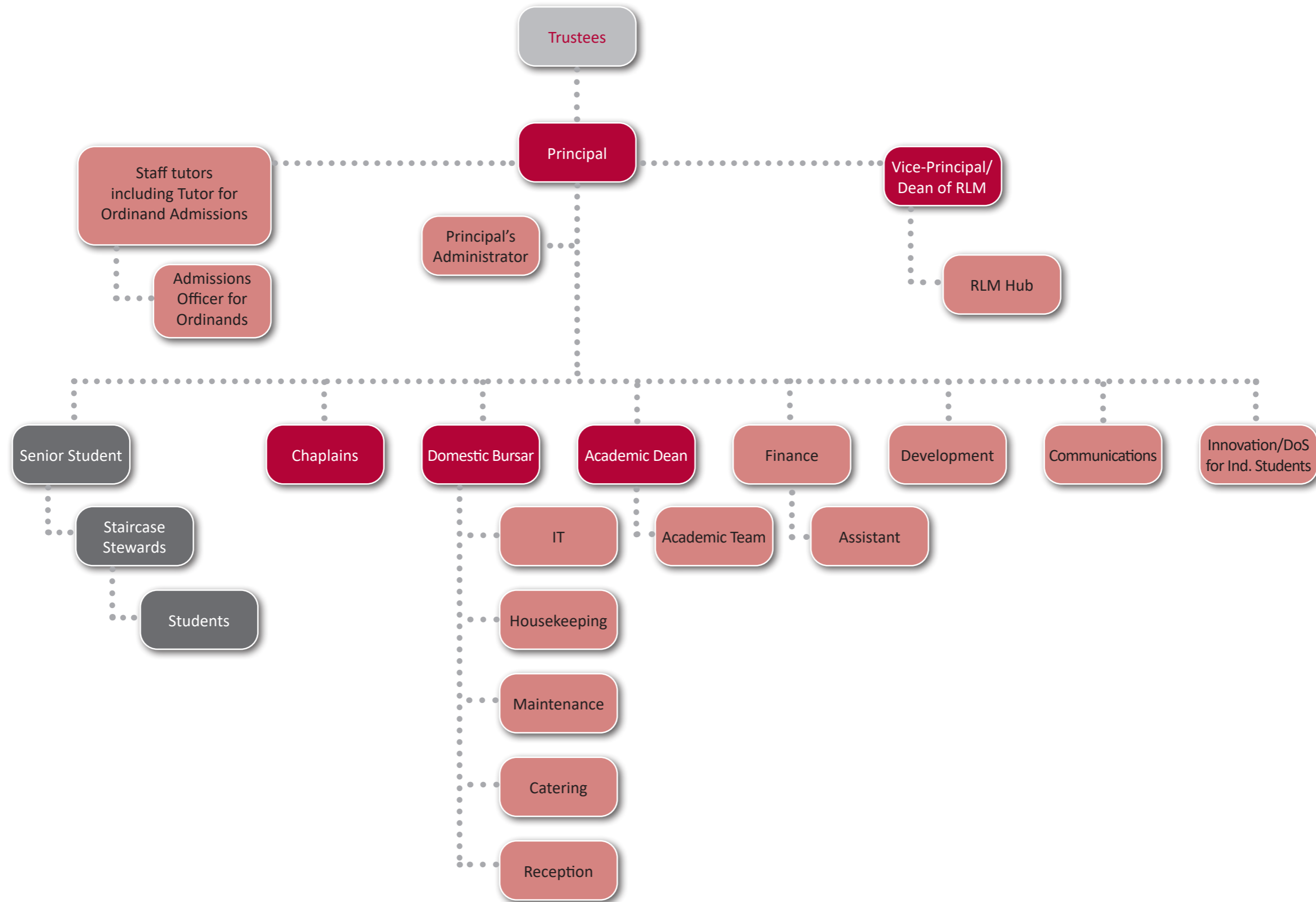
Candidates going forward to the 21–22 November will be asked to:

- Produce a five-minute video on ‘Why chose Ridley for ordinand and lay training?’ (to be submitted beforehand)
- Deliver a five-minute homily on one of the Lectionary readings set for Morning Prayer that day
- Give a ten-minute presentation to the Board of Trustees on their vision for theological education in the next decade: no powerpoint, a single side handout is an option

The closing date for applications is **12 noon on Friday 27 October 2023**. References will be taken up for all candidates progressing to the final interviews on **21–22 November**.

Informal visits to the college are welcome; Trustees and staff members can be approached for further information about the College.

# Ridley Hall Organisation Chart 2023





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