



**Non-stipendiary Senior Research Fellow & College Chaplain
Tenable from 1 February 2025**

FURTHER PARTICULARS

St Edmund Hall's roots are in the 13th Century, making it one of the oldest educational institutions within the University of Oxford. It is the only medieval academic Hall to have preserved its identity; the ancient name of 'Hall' has been retained to reflect its long history and pre-collegiate university roots. At Oxford, the collegiate university comprises the Colleges collectively associated with the academic departments and central offices. However, in legal, financial and organisational terms each college is an independent corporation, self-governing and self-contained. St Edmund Hall, in common with all Oxford colleges, has been granted status as a registered charity. Our current Principal, Professor Katherine Willis, joined the Hall in October 2018.

St Edmund Hall is one of the constituent colleges of the University of Oxford and occupies a historic site in the middle of Oxford, just off the High Street. The Hall currently has approximately 70 Fellows, 410 undergraduate students, 320 graduate students and hosts around 34 visiting students each year. Students are admitted in a range of subjects. General information about the College is available at www.seh.ox.ac.uk.

The Queen's Lane main site accommodates many of our facilities, including the administration, Fellows' rooms, the Senior, Middle and Junior Common Rooms, Dining Halls and student accommodation. Our library is on this site, occupying the beautiful former church of St Peter-in-the-East. We have further extensive student accommodation properties in north and east Oxford: in Norham Gardens, and on Iffley Road and Dawson Street.

The College seeks to elect a suitable candidate to a non-stipendiary Senior Research Fellowship and College Chaplain, tenable for five years from 1 February 2025 or as soon as possible thereafter.

Candidates must be working in a Division and/or hold a permanent research appointment within a Department or Faculty in the University of Oxford. They must also be an ordained member of the Church of England or of a Church in communion with the Church of England. Under the Equality Act 2010 there is an Occupational Requirement for the post holder to be a Christian. The appointee will also be required to satisfy a Disclosure and Barring Check at the College's expense.

Although the Fellowship is non-stipendiary, a responsibility allowance of £7000 per annum will be payable for the role of Chaplain. In addition, the Fellow will be entitled to an Academic Allowance (presently set at £3000 per annum). Fees for weddings, baptisms, funerals, and memorial services will be paid in addition via the payroll.

As Chaplain, the main duties of the role will be to

- deliver divine worship on Sunday evenings during Full Term, preaching on four occasions each term.

- conduct additional services, as required, for the Feast Day of St Edmund and as part of Gaudies, reunions, and other events.
- conduct baptisms, weddings, funerals, and memorial services as required.
- collaborate with the Director of Music and Organ Scholars to deliver music for worship in the Chapel and oversee use of the Chapel for other musical activities.
- Work to foster an inclusive college community through the organisation of inter-faith events.
- liaise with the Diocese of Oxford and with other Chaplains in the University and elsewhere, as required.
- contribute to discussions relating to fabric and furnishings of the Chapel.

As Chaplain, they should relate to all members of the community, whether Christian or not, and will work with colleagues to promote an inclusive, welcoming environment within the College. The Chaplain reports to the Chapel Fellow.

They will also act each year as an advisor to around five St Edmund Hall graduate students.

Senior Research Fellows are not Governing Body members, but they are members of the Senior Common Room and are entitled to full dining rights when the College kitchen is open.

In making this appointment, the College wishes to promote equality of opportunity. Applications for this post are particularly welcome from women, disabled, and black and ethnic minority candidates, who are under-represented in academic posts in Oxford.

APPLICATION PROCESS

Applications should be sent by email to recruitment@seh.ox.ac.uk not later than **noon GMT on Thursday, 12 December 2024**.

Applications should include:

1. A full CV, detailing career, education and qualifications, research in progress or planned, publications, prizes or awards.
2. A cover sheet (available on our website) detailing the names and contact details of two referees who can speak with detailed knowledge about the candidate (see 'referees' below).
3. A statement no longer than 300 words, stating how holding such a Fellowship will benefit both the applicant and St Edmund Hall.

It is expected that interviews will be held online on Friday, 20 December 2024.

Referees

You are advised to contact your referees before applying, to ensure that they are aware of your application and the requirements for the post, and to confirm that they would be content to write a reference for you for this post if asked to do so, if you are shortlisted.

Your application should include a completed cover sheet. Shortlisted candidates will be asked to contact their referees and ask them to submit a reference directly to us.

Queries about the post should be directed to recruitment@seh.ox.ac.uk.

Please note that this position is not eligible for visa sponsorship.

Recruitment Monitoring

Please consider completing the online Equal Opportunity Monitoring Form. Submission of this form is voluntary and does not form part of the selection process, but we would be grateful if you are willing to return it with your application to assist us with our equal opportunity monitoring. A paper copy can be obtained on the website or by emailing human.resources@seh.ox.ac.uk.

Notes

- 1. This employment is subject to the provision of original documentation to establish the right to work and remain in the UK.*
- 2. All data supplied by applicants will be used only for the purpose of determining their suitability for the post, and will be held in accordance with the principles of the General Data Protection Regulations.*
- 3. St Edmund Hall is an Equal Opportunities Employer. Conduct against fellow employees and college members that is offensive or detrimental to them on grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, is not tolerated.*
- 4. Smoking (including electronic devices) is not permitted at any of the sites or buildings belonging to St Edmund Hall.*