



**GIRTON
COLLEGE**
UNIVERSITY OF CAMBRIDGE

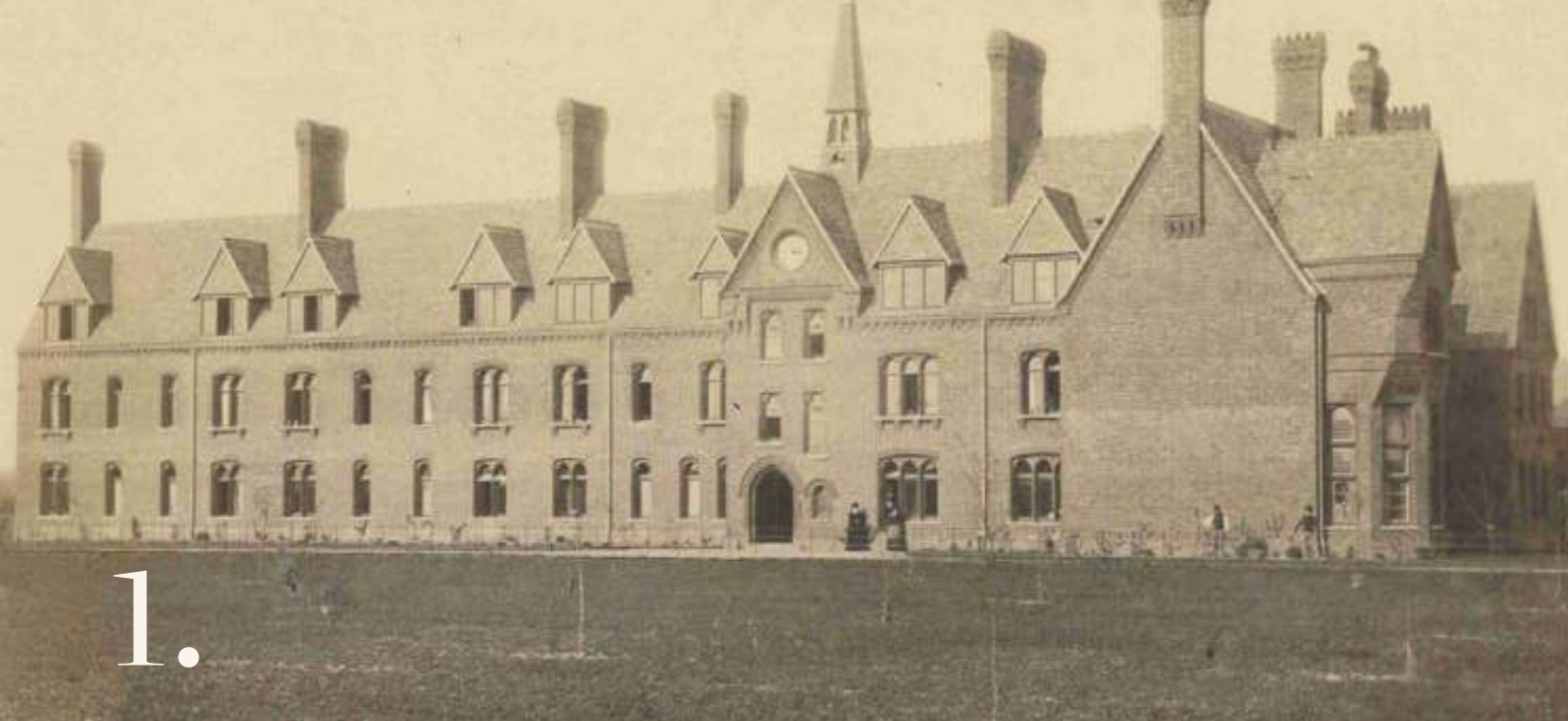
Head of Governance and College Registrar

Candidate Pack



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1.

About Girton

Girton College is a registered charity and one of the constituent Colleges of the University of Cambridge. Its decision-making bodies include the Council (18 trustees), Augmented Council (approximately 65 Fellows), and the Governing Body (approximately 120 Fellows). The College's governance plays a vital role in ensuring compliance with statutory and regulatory frameworks while shaping its strategic direction.

Since its foundation in 1869, Girton College has led the way in educational empowerment. The College was founded as the UK's first residential institution for the higher education of women and was part of an unstoppable global movement for full participation of women in political, professional and scholarly life. Girton has been fully mixed since 1979 and remains an inclusive, diverse, and supportive community that strives for excellence.



2.

The role

The Head of Governance and College Registrar is a senior role, integral to the effective governance and legal compliance of the College.

The Head of Governance and College Registrar is the lead governance officer of the College ensuring that Girton's governance, legal, and regulatory obligations are met, and that its internal structures function effectively and transparently. This includes oversight of Council, Augmented Council, the Governing Body, and key College committees. The role holder will also lead and convene ad hoc projects, for example, the ongoing revision of the College Statutes.

This is a high-profile, wide-ranging role requiring exceptional judgement, discretion, efficiency and communication skills. The postholder will be a member of the Senior Common Room ("SCR"), reflecting their close engagement with the Fellowship.

Summary:

Remuneration:

USSS Point 47– 51
£44,745 - £50,252 (FTE),
£35,796 - £40,201 (Pro-Rata)

Working arrangements:

part-time (28 hours) 0.8 FTE,
year-round.

Working pattern:

Friday afternoon Council meetings (scheduled 18 months in advance), and one evening meeting per term (Tuesdays until 19:00). Occasional extraordinary evening meetings may also occur.



3.

Key responsibilities

Overview

- Provide expert advice on constitutional matters, governance, legislation, and policy.
- Assist with College legal affairs and compliance, liaising with external advisers where necessary.
- Act as Fellows' Registrar, maintaining accurate records and supporting Fellowship-related processes.
- Collaborate across departments and with trustees, Fellows, staff, and students to promote good governance and effective communication.

Reporting and Relationships

The Mistress

Head of Governance and College Registrar

Working closely with:

- Executive Assistant to the Mistress
- Bursar
- Senior Tutor
- Junior Bursar
- Head of HR
- Head of Finance
- Head of IT and Compliance
- College Archivist
- College Office Assistant (who may provide some support to this role)
- Individual Fellows and Trustees

Governance

- Ensure effective and compliant College governance.
- Advise on Statutes, Ordinances, legislation, and constitutional matters.
- Maintain up-to-date trustee information and register of interests; advise on conflicts.
- Manage elections of trustees and statutory officers; support revisions to governance documents and processes.
- Assist with key aspects of College legal affairs
- Ensure regulatory compliance, with respect to Charity Commission matters, including relevant data protection (in collaboration with the College Archivist).
- Oversee the regulation of the College's charitable trustees and provide trustee training.

Secretariat to Governing Bodies

- Plan and manage the annual governance calendar.
- Draft agendas and papers; minute meetings of Council, Augmented Council, and Governing Body.
- Produce timely minutes; track actions and decisions; coordinate business flow between committees and Council.
- Organise the annual Council Awayday and exceptional meetings as required.



Council Communications

- Disseminate decisions to relevant stakeholders; monitor and report on action implementation.
- Draft and issue official Council correspondence.
- Maintain indexed records of Reserved and Unreserved Council minutes.
- Oversee long-term scheduling of governance meetings and ensure these are in the College Calendar.

Fellows' Registrar

- Maintain and update Fellowship records; liaise with University on reporting and Regent House roll.
- Manage Fellowship titles, appointments, and inductions; advise on privileges and responsibilities.
- Produce the Fellows' Guide and relevant entries for College publications.
- Case work and project work as required.

Committee Oversight

- Maintain records of College committees and manage appointments.
- Convene and serve as Secretary to:
 - Audit & Scrutiny Committee
 - Student Discipline Appeals Committee
 - Grievance Committee(s)
 - Statutes Revision Working Group
 - Member of the Information Management Committee.
 - Secretary to the Fellowships Committee – supporting Honorary Fellowships Committee processes

General

- Support the College with additional duties as required.
- Participate in training and comply with College policies and procedures.



4.

About you

Essential Capabilities:

- Degree or equivalent qualification
- Experience of governance in a complex organisation (e.g. higher education, charity, public sector, legal sector, or similar)
- Strong understanding of charity governance, statutory compliance, and legal processes
- Excellent organisational, communication, and drafting skills; strong digital literacy
- High attention to detail, with tact, discretion, and political sensitivity
- Ability to work proactively and independently, managing multiple priorities efficiently
- Systems/Process focused, including evidence of an ability to deploy the latest technologies and systems in the administration of College governance, and a willingness to explore the use of AI in making governance procedures more efficient.
- Collaborative and approachable, with experience engaging a wide range of stakeholders

Desirable Capabilities:

- Legal training or qualifications in Charity Law, Governance, or similar
- Knowledge of University of Cambridge or collegiate university governance structures
- Experience managing or overseeing data protection and compliance

As an employer, we care for and look after our employees, ensuring fair and equal treatment. Any necessary adjustments will be considered to the above in keeping with the requirements of the Equality Act 2010.



5.

What we offer

- Remuneration of USSS Point 47– 51 £44,745 - £50,252 (FTE), £35,796 - £40,201 (Pro-Rata)
- A supportive and collaborative working environment as part of an extraordinary community of scholars, students, and staff.

Benefits

- Pro-rata 34 days paid holiday (includes Bank Holidays)
- Discretionary bonus
- Life Assurance 3 X Annual salary
- Employee Assistance Programme
- Workplace Pension
- Health Cash Plan (MediCash)
- Cycle to Work Scheme
- Electric Car Scheme
- Free on-site parking
- Gym and swimming pool
- Free lunch and refreshments
- Staff discount to hold private events in College
- Local Discounts via the University
- Access to a Holiday Play scheme
- Agile working

Some of the above are non-contractual.



6.

How to apply

To apply for this role, please **submit your CV and a cover letter** outlining your suitability for the position to recruitment@girton.cam.ac.uk.

The deadline for applications is 9 AM on Tuesday 26 August

For an informal discussion about the role, please contact our recruitment office: recruitment@girton.cam.ac.uk

Girton College is an equal opportunities employer.