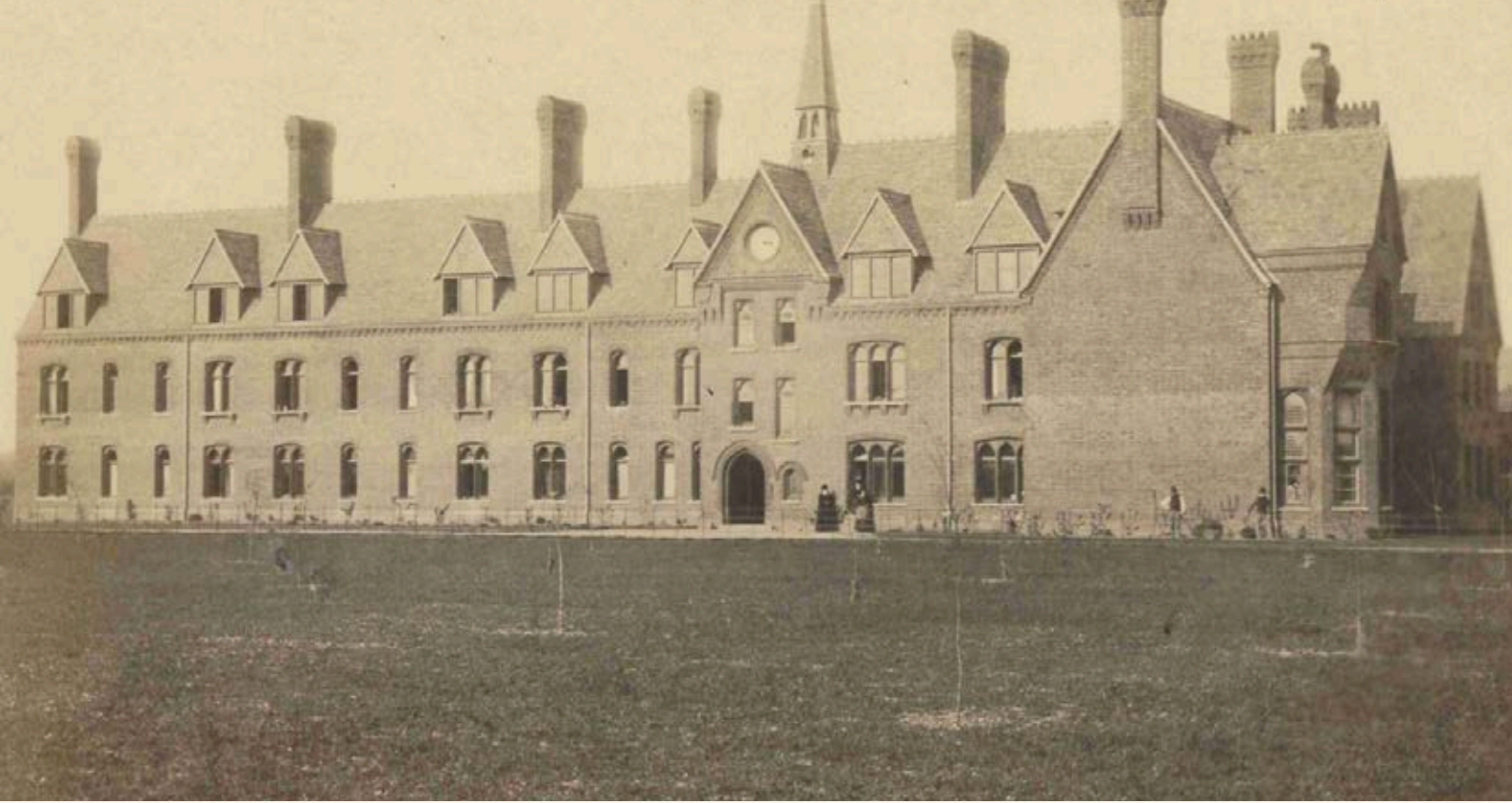




**GIRTON
COLLEGE**
UNIVERSITY OF CAMBRIDGE

Head of Governance and College Registrar

Candidate Pack



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.



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 Combination Room (“SCR”), reflecting their close engagement with the Fellowship.

Reporting & Relationships



Working closely with:

- Executive Assistant to the Mistress & Head of College Office
- The Bursar
- Senior Tutor
- Junior Bursar
- Head of People & Culture
- Head of Finance
- Head of IT & Compliance
- College Archivist
- College Office Administrator (who may provide some support to this role)
- Fellows & Trustees

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.

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 Head of IT and Information Compliance).
- 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.





Person specification

Essential

- 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

- 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.



Terms & Conditions

Salary

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.

Every job description in the organisation will be subject to a review on an annual basis at the time of the PDR meeting and may be reviewed because of a change in strategic direction or operational requirements. It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

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.

Benefits

- 34 days (27.2 Pro-Rata) 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

Some of the above are non-contractual.



How to apply

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

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

The closing date for applications is **23:59 PM on Sunday 17 May**.

First stage interviews will be taking place on Wednesday 27 May, and second stage interviews will be taking place on Thursday 4 June.

Further information:

- Please note the College has a responsibility to ensure that all employees are eligible to live and work in the UK.
- The College is an Equal Opportunities employer encouraging diversity and inclusion.

All employers are subject to a legal requirement under the Immigration, Asylum and Nationality Act 2006 to check that anyone to whom they offer employment has the right to work in the UK.