

Job Description

Title:	Governing Body & Fellows' Secretary
Job Grade:	3
Contract:	Part-time: 0.6 full-time equivalent (3 days / 21.75 hours per week). This role is more demanding during term-time and less so outside full term. It will therefore require some flexibility of working hours. (For term dates see https://www.ox.ac.uk/about/facts-and-figures/dates-of-term)
Location:	Primarily based onsite in College. Some hybrid working will be considered.
Overall Objectives:	To provide administrative and secretarial support to underpin the work of the College's Governing Body, and administrative support to the Fellowship, working closely with the Warden, Bursar, and other College Officers.
Reports to:	Bursar
Responsibilities:	

Support for GB and other College Structures

- Preparation and distribution of agendas and papers, and minutes, for Governing Body meetings, uploading to SharePoint
- Collate meeting agendas and papers for other committees as required, issue to committee members and upload to SharePoint, including in particular:
 - Audit, Risk & Remuneration Committee
 - Governance Committee
 - Sustainability Committee
- Issue diary invitations for each Committee, booking meeting facilities as required
- Minute any Governing Body or Committee meetings as required
- Administrative and Secretarial support to committees of Governing Body as required
- Maintaining and circulating lists of College Officers and Committee memberships and managing administration of renewals and replacements as necessary
- Preparation and issuing of the College calendar
- Review, update and submit entries to the University Calendar
- Maintain an up-to-date schedule of College policies and co-ordinate reviews as required
- Serve as a first point of contact for queries regarding the College's Statutes.
- Keep the following registers:
 - registers of attendance at Governing Body meetings;
 - the decisions of Governing Body and its committees;
 - committee papers and minutes;
 - conflicts of interest;
 - intermissions and demissions from trustee responsibilities;
 - professional advice sought and received;
 - risks;
 - Charity Commission serious incident reports;
 - trustee induction and training;
 - regulations and bye-laws approved by Governing Body.

Support for Fellows

- Administration of appointments of official, professorial and research Fellows, interviews, hospitality, diary etc
- Act as the first point of contact for Fellows' enquiries relating to routine HR, IT or other non-Academic administration
- Maintain register of all categories of Fellows with SCR membership
- Issue invitations, collate responses and dietary requirements for SCR dinners, as and when required e.g. Fellows' New Year Dinner, Schools Dinners
- Issue emails when requested by Fellows/SCR President on their behalf
- Maintain SCR magazine subscriptions and renew/inform the SCR President when necessary
- Complete any printing/photocopying/shredding requests
- Manage SYMPA mailing lists for GB, Fellows, SCR
- Support the Chaplain with organisation of Harlow Trust funds
- Action other *ad hoc* administrative requests with which Fellows' may request assistance

Scope of Authority

Purchasing Orders & Contracts

- Routine items within agreed budgets up to £500

Authorised by: Bursar

Date: September 2026