



Governance Secretary

Head of Governance and Compliance

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| Department: | Bursary |
| Responsible to: | The Domestic Bursar |
| Grade and Salary: | Oxford University Grade 10 (National Spine plus OUW, 47-52 range with annual progression: pro rata full-time equivalent salary of £65,336 to £75,439 as of 1 August 2025), according to experience and qualifications |
| Hours of Work: | Part-time: 40-60% of full-time equivalent with a requirement to attend up to three Saturday morning meetings in College per term (for which time off in lieu will be given). |

INTRODUCTION:

[All Souls College](#) was founded in the fifteenth century and today is primarily a research institution with particular strengths in the humanities and social and theoretical sciences and an outstanding library. It is a constituent member of the University of Oxford. Although its Fellows are involved in teaching and the supervision of research, there are no undergraduate members.

As of May 2026, there are eighty-eight Governing Body Fellows of All Souls, three Honorary Fellows, twenty-two Visiting Fellows and thirty-one Emeritus Fellows. Of the Governing Body Fellows, forty-seven are academics entirely funded by All Souls, seventeen are academics with Oxford University positions attached to All Souls, and the rest include academics at other universities, non-academics (e.g. barristers), former Fellows who have attained distinction in public life, and the College Chaplain, Fellow Librarian and Bursars.

The College is led by the Warden, Sir John Vickers, who chairs the Governing Body. The College is a registered charity and is primarily regulated by the Charity Commission. The Warden and Governing Body Fellows are all trustees. The Archbishop of Canterbury is the Visitor of the College.

Following an internal review of the College's governance, the College's 'Governance Working Group' is currently in the advanced stages of an extensive revision of the Statutes and By-laws, subject to Privy Council approval. The College is now seeking a senior governance and compliance expert to act as its first Governance Secretary to maintain and further improve its governance framework and ensure ongoing compliance with charity law and other applicable legislation. The Governance Secretary will directly support the Warden and act as a trusted advisor to the

Governing Body, working closely with College Officers, Committee Chairs, College Secretary and College Accountant. Their line-manager will be the Domestic Bursar.

THE ROLE

The Governance Secretary is a senior leadership role responsible for ensuring that the College operates in accordance with high standards of governance, legal compliance, and regulatory practice. The postholder provides expert advice to the Warden, Governing Body, and committees on governance matters, and has responsibility for ensuring compliance with charity law, data protection legislation, and other applicable regulatory frameworks.

The role combines oversight and advisory responsibilities with operational delivery, ensuring that governance structures and decision-making processes are robust and effective, and that the College meets its statutory obligations as a registered charity and data controller.

PRINCIPAL RESPONSIBILITIES

Governance Leadership and Advisory

- Serve as the principal adviser to the Warden and Governing Body on governance, constitutional, and regulatory matters.
- Promote good practice in governance, ensuring alignment with Higher Education standards and the Charity Governance Code.
- Support the Secretaries to the Governing Body and General Purposes Committee to ensure minutes accurately reflect the proceedings and decisions of their meetings.
- Review draft agendas and committee papers going to Stated General Meeting, Election Meetings, General Purposes Committee and Academic Purposes Committee.
- Ensure that decision-making processes are transparent, well-documented and compliant with the College's Statutes and By-laws.
- Advise trustees on their legal duties, including fiduciary responsibilities, conflicts of interest, and accountability.
- Provide induction and ongoing training for members of the Governing Body on governance, compliance and trustee responsibilities.
- Coordinate the use of external advisors where required.

Statutes, By-Laws, Policies and Governance Framework

- Oversee and maintain the College's statutes, by-laws, and governance documentation.

- Act as Secretary to the College's Governance Working Group, working closely with the Warden as Chair.
- Lead periodic reviews and updates to ensure ongoing compliance with legal requirements, alignment with best practice, and the College's priorities.

Compliance and Regulatory Oversight

- Ensure the College's compliance with UK charity law and wider regulatory requirements.
- Ensure the College's register of external interests is complete and up to date.
- Ensure the College meets its statutory reporting obligations, working closely with the College Accountant on the preparation and submission of the College's annual report and Charity Commission returns.
- Monitor developments in legislation and regulation (including charity, higher education, and data protection law), advising on implications and ensuring timely implementation of changes.
- Liaison as required with the Charity Commission and the Privy Council.

Data Protection, UK GDPR, and Freedom of Information

- Lead the College's compliance with UK GDPR, data privacy and Freedom of Information legislation.
- Act as the College's Data Protection Officer providing advice on data protection obligations and risks.
- Oversee the handling of subject access and FOI requests ensuring that statutory deadlines are met.
- Manage data breaches and ensure appropriate reporting to the Information Commissioner's Office.
- Develop, implement and maintain relevant policies and procedures.
- Provide training and guidance to staff and Fellows on data protection, privacy, and information security.

EXPERIENCE and QUALIFICATIONS

Essential

- Substantial experience in governance, compliance, or regulatory roles within higher education, large charities, or similarly complex organisations.
- Good knowledge of UK charity law, governance standards, and regulatory frameworks.
- Demonstrable experience of data protection and GDPR compliance.
- Familiarity with Freedom of Information legislation.
- Experience of advising senior leaders and governing bodies.

- Excellent drafting, communication, and organisational skills.
- High levels of integrity, discretion, and sound judgment.

Desirable

- A relevant professional qualification (e.g. legal, company secretarial, governance, or compliance).
- Experience acting as (or supporting) a Data Protection Officer.
- Familiarity with higher education regulatory frameworks.
- Knowledge of the structure and governance of the collegiate University of Oxford.

TERMS AND CONDITIONS

1. Hours

The position is part-time and is available on a 40-60% basis on a working pattern to be agreed with the Domestic Bursar. The post-holder will be required to attend up to three College meetings per term on Saturday mornings, and flexibility is required to ensure timely preparation of committee papers and minutes. Time off in lieu will be granted to compensate for work outside of normal working patterns.

2. Salary

The starting salary will be at Oxford University Grade 10 (National Spine plus Oxford University Weighting, 47-52 range with annual progression: pro rata of full-time equivalent salary of £65,336 to £75,439 as of 1 August 2025), according to experience and qualifications.

3. Pension

The post-holder will be enrolled automatically in the Universities Superannuation Scheme, to which employees contribute using the salary sacrifice scheme under which the College pays the contribution on their behalf as this is more cost-effective in relation to national insurance. See [Joining the scheme | For members | USS](#) for details. It is a qualifying pension scheme, which means it meets or exceeds the Government's standards for pensions.

4. Meals on duty

The post-holder will be entitled to receive lunch free of charge when working in College and when the College Kitchen is open.

5. Health Insurance

Subject to the satisfactory completion of 4 months' probation, the post-holder (and his/her immediate family if applicable) will be entitled to be enrolled in the College

medical insurance scheme, for which the College will pay the premium. (This benefit is taxable.)

6. **Holiday**

The post-holder will be entitled to the pro rata equivalent of 20 days' paid leave per annum in addition to public holidays and College closed periods at Easter and Christmas. If required to work during bank holidays (commonly the May bank holidays which fall within the full Oxford term), equivalent time off in lieu will be given.

7. **Applications**

All Souls College will consider applications from any suitably qualified and experienced applicant. Potential applicants are advised to discuss the position with the Domestic Bursar, Steve Evans, (domestic.bursar@all-souls.ox.ac.uk or 01865-279332).

Applicants should submit applications to staff.appointments@all-souls.ox.ac.uk by **midnight on Sunday, 31 May 2026** enclosing:

- a covering letter explaining why they think they would be suitable for the post, including examples of how they have demonstrated the required competencies;
- a copy of their CV to include details of their current salary;
- the names and contact details of two referees (whom we can contact with their consent in case of their being shortlisted, but normally only in the event a candidate is offered the role), who have good knowledge of their work and character; and
- the completed [Equality Monitoring questionnaire](#). (This will play no part in the selection process and will not be seen by those involved in the decision-making process but will enable the College to monitor the success of its [Equality Policy](#) - See website.)

(Note: please see the [Privacy Notice](#) which explains how we use the data and how long we retain it.)

Shortlisted candidates will be invited to All Souls to interview on **Tuesday, 16 June 2026**

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates. It should be noted that the post-holder will be required to move between and within buildings which are not equipped with lifts for routine use.