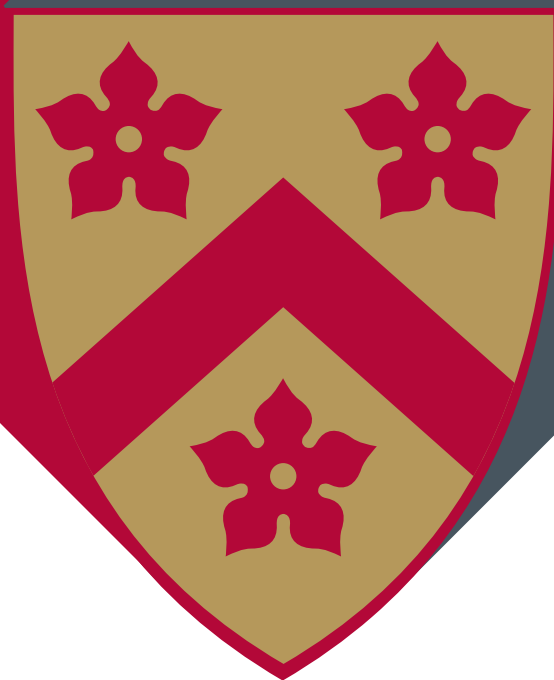


Candidate pack

Governance Secretary



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.

I benefit from working with experienced Heads of Department – they know how things are run and what is required and ensure that everything runs very smoothly, without fault or disruption.

Arjun Handa
Events Manager





Welcome from the Domestic Bursar

Thank you for your interest in the role of Governance Secretary at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

Matt Kirk
Academic Administrator

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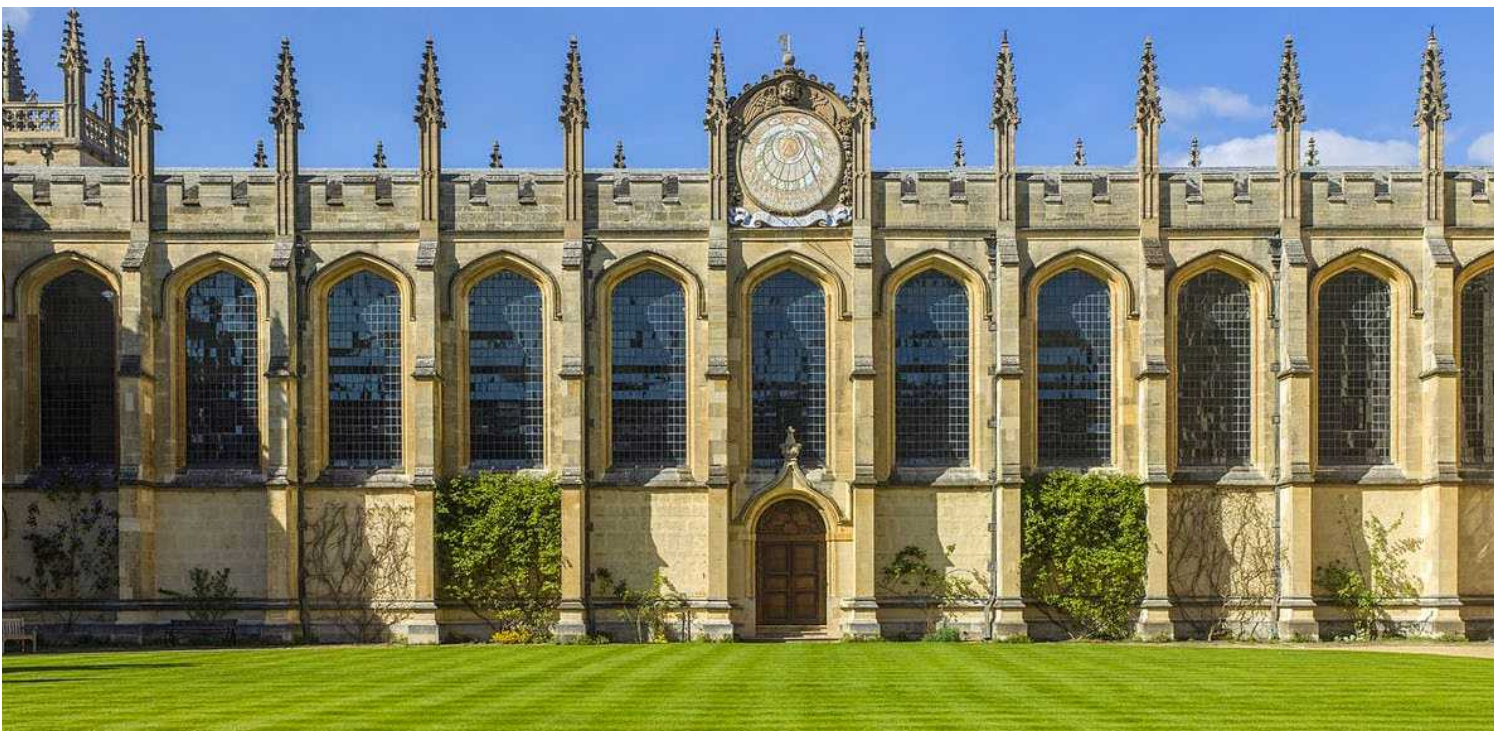
There is excellent co-ordination and communicating with other departments. It is a very symbiotic environment – we all need each other to ensure our jobs run smoothly and to ensure that the highest standards are achieved.

Arjun Handa
Events Manager

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There is no typical day! At All Souls College it is different every day. Days are generally varied and the College gives the initiative and trust to help you achieve to high expectations.

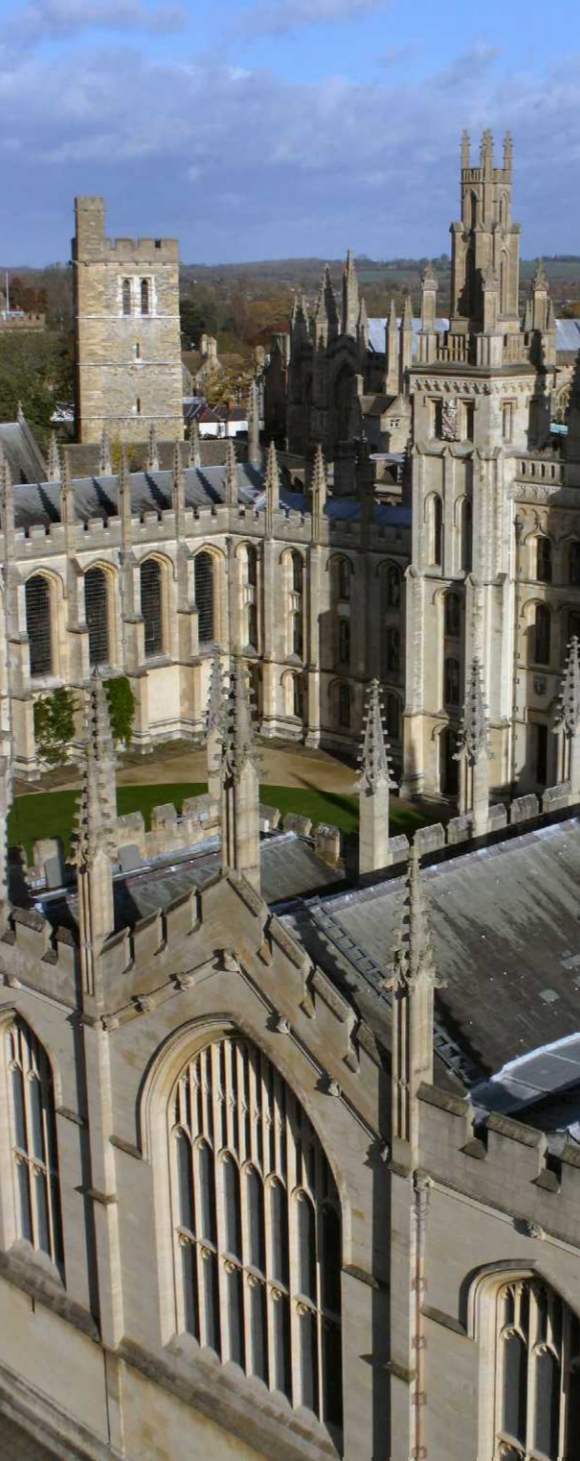
Helen Green
Catering Manager



Governance Secretary

Part-time, 40-60% of FTE

Grade 10 (£65,336 - £75,439 pa pro rata, with annual progression)



About the Governance Secretary role

The Governance Secretary is a senior leadership role, responsible for ensuring the College operates in line with high standards of governance, legal compliance and regulatory practice. You'll provide expert advice to the Warden, Governing Body and committees on all governance matters, supporting informed and effective decision-making at the highest level. With responsibility for overseeing compliance with charity law, data protection legislation and wider regulatory frameworks, you'll play a key role in ensuring the College complies with its statutory obligations as a registered charity and data controller. Combining strategic oversight with hands-on delivery, you'll ensure governance structures are robust and processes are clear.

What you will be doing

You'll act as the principal adviser to the Warden and Governing Body on governance, constitutional and regulatory matters, promoting best practice and ensuring alignment with higher education standards and the Charity Governance Code. Working closely with key committees, you will also support the coordination of agendas and papers, and ensure minutes accurately reflect discussions and decisions. Playing a central role in maintaining transparent, well-documented and compliant decision-making processes, while advising trustees on their legal duties and supporting their ongoing development through induction, training and external expertise where needed.

Overseeing and maintaining the College's statutes, by-laws and governance framework, ensuring these remain current, accessible and aligned with legal requirements and strategic priorities. Ensuring compliance with UK charity law and wider regulatory requirements, maintaining key registers and supporting statutory reporting

in collaboration with the College Accountant, as well as monitoring legislative changes and liaising with external bodies where required.

You'll also lead on data protection and information governance, acting as the College's Data Protection Officer and ensuring compliance with UK GDPR and Freedom of Information legislation. This includes overseeing subject access and FOI requests, managing data breaches and reporting where necessary, and maintaining robust policies and procedures. Through training and guidance, you'll help embed a strong culture of data protection, privacy and information security across the College.

What you will need

Essential

You'll have substantial experience in governance, compliance or regulatory roles within higher education, large charities or similarly complex organisations, along with a strong understanding of UK charity law, governance standards and wider regulatory frameworks. Demonstrable experience of data protection and GDPR compliance is essential, as is familiarity with Freedom of Information legislation. Experience of advising senior leaders and governing bodies is key, supported by excellent drafting, communication and organisational skills. A high level of integrity, discretion and sound judgement is also essential for success in this role.

Desirable

A relevant professional qualification, such as in law, company secretarial practice, governance or compliance, would be an advantage. Experience acting as, or supporting, a Data Protection Officer would be beneficial, alongside familiarity with higher education regulatory frameworks. Knowledge of the structure and governance of the collegiate University of Oxford is also desirable.

“ All Souls College gives you a feeling that everything is well run and the atmosphere is amazing! ”

Arjun Handa, Events Manager

How to apply

Applications for the Governance Secretary role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by **midnight on Sunday 31st May 2026** and should include:

A covering letter explaining why you think you are suitable for the post, including examples of how you have demonstrated the required competencies;

- ✓ **A copy of your CV** (including current salary details);
- ✓ **The names and contact details of two referees** (whom we can contact with your consent if you are shortlisted (but normally only in the event you are offered the role) who have good knowledge of your work and character.
- ✓ 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.

Interviews are expected to take place at All Souls College on **Tuesday 16th June 2026**. Potential applicants are advised to discuss the position with the Domestic Bursar, Steve Evans: domestic.bursar@all-souls.ox.ac.uk or **01865-279332**.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.

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.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#)



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre.



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.