

SARUM COLLEGE

Process for Recruitment

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There are several stages in this discernment and recruitment process.

If, having looked at the website and examined the job description, you think you might want to explore taking this further the first thing to do is to make contact by phone with the Chair of the Trustees, the Very Revd Alec Knight by telephone, 01794 884402 or 07805464596. This is intended to be a mutual discernment and in light of the conversation, the Chair may invite you to enter the next stage should you wish to do so.

1. The second stage will be to invite you to spend 24 hours in the college. Keith Lamdin, the current Principal, will be in touch to arrange a visit. He can be reached by telephone, 01722 424808 or 07747810139. You will be invited to send a brief CV and say whom you would like to meet during your visit. This also will be a process of mutual discernment and staff whom you meet will have an opportunity to give feedback to the appointing panel through their representatives - deputy principals Mark Manterfield (Bursar) and Christine Nielsen-Craig (Director of Development and Marketing). During your visit you will be expected to lead a 20 minute educational experience (eg lecture, workshop) in an area of your specialism.
2. If in the light of your visit you wish to make a firm application you are invited to do so with a full CV and a letter setting out
 - a. Why you feel called to apply;
 - b. What you see as the key stages in the next development of the College;
 - c. How you see your gifts and skills being of value in bringing this about;
 - d. Where you see your own educational work fitting into that of the College;
 - e. How you see your own work in the life of the College generating income;
 - f. The names of two referees and your permission to approach them.
3. The Interview panel will meet on 23 March to draw up a list of those applicants they wish to meet for interview and you will be informed whether or not you are invited to the next stage in the process.
4. The Bishops of Salisbury and Bath and Wells as Foundation Trustees wish to be fully involved in the process and will want to meet shortlisted candidates before the interviews so that they can feed into them.
5. Interviews will be on 14 April.

The Interview Panel will consist of:

- The Very Revd. Alec Knight, Chair of the Trustees.
- The Revd. Canon Sarah Mullally, Canon Treasurer at Salisbury Cathedral and trustee of the College.
- Professor David Sims, Emeritus Professor of Organisational Behaviour and trustee of the College.
- Revd Canon Dr Hazel Whitehead Director of Discipleship, Vocation and Ministry, Diocese of Guildford and chair of the RTP Board and TEI for Common Awards, and nominated trustee of the College.
- The Revd. Dr. Andrew Wood, Chair of Southampton District Methodist Church, and trustee of the College.

Christine Nielsen-Craig, Director of Marketing and Development and Deputy Principal of Sarum College, will be in attendance to take minutes and act as an observer on behalf of the staff.