

Domestic Bursar (Maternity Cover)

Job Title:	Domestic Bursar (Temporary Maternity Cover – 9 mths, starting mid-late August)
Location:	Ridley Hall, Cambridge, CB3 9HG
Reporting to:	Principal
Working Relationships:	Catering Department, other Ridley Hall Staff and Students
Working hours:	3 days per week (exact days to be agreed upon appointment)
Salary:	£44k pro rata, per annum

Ridley Hall

Ridley Hall is an Anglican theological college in the centre of Cambridge preparing men and women for leadership positions in the Church of England and other denominations. The vision of the College is to become a beacon of Christian learning and formation. We are guided by five core values: Excellence; Community; Graciousness; Innovation; Sustainability.

We have approximately 130 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 50 staff and students, with the remainder on site during weekday working hours.

Further information about the college can be found on our website:

<https://www.ridley.cam.ac.uk/>

The Role

The Domestic Bursar is a senior management role in the College for which we now seek temporary Maternity Cover. Reporting to the Principal, the Domestic Bursar is responsible for the management of the domestic affairs and operations of the College, ensuring the delivery and highest quality of services in support of the College's mission of preparing leaders for the church.

There are currently six major operational departments under the Domestic Bursar:

- Catering – 4 staff
- Estates (including Maintenance and Gardens) – 3 staff
- Accommodation & Property (including Housekeeping) – 5 staff
- Reception – 1 staff
- Conferencing and Events
- IT – support is outsourced to external company but oversight lies with the Domestic Bursar

Key Duties and Responsibilities

Leadership & Management

- Lead, manage, mentor and motivate the heads of departments and their staff
- Take overall responsibility for the recruitment and training of new staff in relevant Departments
- Conduct weekly 1:1's with all direct reports
- Attend weekly Leadership Team meetings and report relevant information

Accommodation Management

- Maintain fully tenanted accommodation across all properties
- Manage tenant contracts and moving in procedure across all properties
- Ensure maintenance queries are dealt with in a timely manner

Finance & Budget Management

- Oversee and monitor Capital Expenditure and operational budgets
- Work closely with Accounts Department to ensure financial administration across all areas is efficient

Events/Conferences

- Manage all private dining events in conjunction with Meet Cambridge and the Ridley Catering Department
- Meet termly targets for events

Site Maintenances & Operations

- Oversee Health and Safety, and Fire safety across site
- Work closely with premises Manager to ensure maintenance work is complete, and managing contractors
- Oversee maintenance plan and capital works across site
- Ensure effective communication to whole Ridley site on relevant matters
- Oversight of IT and lead contact for outsourced company

Internal Affairs

- Meet weekly with the Internal Affairs Deacon
- Ensure items discussed are dealt with and raised appropriately
- Work together to communicate matters through the student body

Person Specification

Knowledge and Experience:

The appointee will:

- Bring a track record of first-class, senior administrative and general management experience
- Have significant experience gained in working in at least one of the following sectors: hotels, catering, hospitality, conferences, residential education, estate management;
- Have familiarity with general health and safety and risk management issues.

Skills, Abilities and Competencies:

The appointee will:

- Bring excellent oral and written communication skills and an understanding of when and how to communicate;
- Be an excellent problem-solver;
- Possess excellent interpersonal skills and have the ability to develop and maintain effective working relationships with the Leadership Team and other staff, alumni, students and external parties;
- Have the ability to cope with a wide range of competing issues and appropriately allocate priorities, dealing with urgent day-to-day issues, while not losing sight of the bigger strategic picture;
- Have the ability to work on own initiative, with limited supervision, and to take the lead in dealing with issues to a satisfactory conclusion;

Personal qualities

The appointee will:

- Demonstrate sensitivity in understanding and dealing with the differing interests of a wide range of groups in the College community, staff, students, families of students, alumni;
- Be in sympathy with the Christian faith and working in an environment in which students are being prepared for leadership in churches including the Church of England.

Terms and conditions of employment

- This is a part-time post, requiring 3 days (22.5 hrs) per week, occasional evening and weekend attendance is expected.
- The postholder is expected to live in or near Cambridge.
- The post holder will be enrolled in the College pension scheme, is entitled to free lunch on duty and on-site car parking.
- The notice period is 1 month after an initial probationary period of 2 months.
- Annual paid leave entitlement is 25 days' holiday per year, plus public holidays (pro-rata). Of the 25 days' holiday, the College schedules 3-4 days in December.
- Any offer of employment will be made subject to evidence of the right to live and work in the UK, the receipt of satisfactory written references and completion of a medical questionnaire.
- Please note that the fixed term will come to an end upon the return of the employee (or her resignation) which is expected to equate to approximately 9 months leave. We don't envisage that we will need to extend or reduce the period of cover, however, you will be kept fully informed if the date of the employees' return date changes.

How to apply

Please send a CV, with a covering letter setting out why you feel you are suitable for this role, **to arrive by 12pm on Friday 2nd June 2023**, to: Ms Katie Bowers (ref. Domestic Bursar), PA to the Principal: pa@ridley.cam.ac.uk.

Please note: candidates are asked to set out clearly in their application how their knowledge, skills and experience meet the requirements of this role.

Please include the names and contact details of two referees who know you in a professional capacity. References will not be taken up without the permission of the candidate.

Interviews are expected to take place w/c 26th June 2023.

Ridley Hall is an Equal Opportunities Employer.