

*From The Principal*  
The Right Reverend Humphrey Southern

February 2023

### **Appointment of a Bursar and Chief Operating Officer for Cuddesdon**

Thank you for your interest in this role. Please find enclosed with this letter an Application Pack containing an Introduction to the role in the context of our overarching vision and the values we espouse at Cuddesdon, two organisation charts, relating respectively to Management and Governance at Cuddesdon and the Role Description and Person Specification relating to the appointment. Also enclosed is an Application Form and a copy of our Equal Opportunities Policy and accompanying Form, which we ask you to complete and return should you decide to make an application.

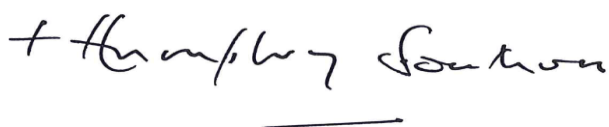
I hope you will find this information helpful as you make a decision about application. We welcome informal approaches to discuss aspects of Cuddesdon or of the role where you may value more information than this pack can easily contain. My colleague Michael Hunt, the current postholder, will be very happy to have a conversation with you if that would be helpful. He can be contacted via email – [Michael.Hunt@rcc.ac.uk](mailto:Michael.Hunt@rcc.ac.uk) – or by telephone 01865 877421. We will be inviting shortlisted candidates to a familiarisation visit outside the formal interviewing process, but if you would like to visit before applying, please mention this to Michael when you contact him.

The formal process that we envisage for this appointment is as follows:

Applications close: 9.00am Monday 20<sup>th</sup> March  
Shortlisting meeting: Monday 27<sup>th</sup> March, after which shortlisted candidates will be invited to:  
Familiarisation visit: Thursday 13<sup>th</sup> or Friday 14<sup>th</sup> April (according to candidate availability)  
Interviews: Tuesday 18<sup>th</sup> April

It is hoped that where these dates clash with unavoidable commitments it may be possible to make alternative arrangements for suitable candidates, but we hope that advance notice of this timetable will be helpful as you plan your application. Our expectation is that the appointed candidate will be able to start in the role in July or August and to achieve an orderly handover and induction in that timeframe.

If this looks attractive and exciting to you we are keen to hear from you. Please email your application, together with the names and addresses of two referees, to [Sophie.Farrant@rcc.ac.uk](mailto:Sophie.Farrant@rcc.ac.uk) to arrive not later than 9.00am on Monday 20<sup>th</sup> March. I look forward to receiving it and to getting to know you better through this process.



**Principal**