



<p><b>Bursar and Chief Operating Officer</b></p>
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Application Pack

*February 2023*





## Bursar and Chief Operating Officer

Ripon College Cuddesdon ('Cuddesdon') is seeking to appoint an experienced and senior leader to the key role of Bursar/Chief Operating Officer, based at its centre near Oxford.

Cuddesdon is a relatively complex organisation (in relation to its size), established to provide ministerial training for Church of England candidates in a number of settings. Students are full- and part-time, residential in Cuddesdon in both single and family accommodation, and distributed between three other centres through a series of partnership arrangements with dioceses and other institutions.

The College is keen to broaden its offer of theological education, and its offer as a centre of Christian hospitality and learning more generally. This requires imaginative and bold leadership and planning, not least in respect of the management, development and staffing of the buildings and estate at Cuddesdon. It is likely that the person appointed to this role will have skills particularly well adapted to these aspects of the attached Job Description, whilst retaining overall oversight across the range of responsibilities covered by the role. Potential applicants interested in exploring the role are encouraged to contact Michael Hunt, current postholder, for an informal conversation about its requirements and potentialities as it is envisaged developing into the future ([Michael.Hunt@rcc.ac.uk](mailto:Michael.Hunt@rcc.ac.uk) 01865 877421).

Cuddesdon currently employs a total of 45 people (approx 30 fte) across its various departments (academic, admin, domestic and catering). Its main campus near Oxford comprises teaching and residential accommodation in buildings ranging from the listed original 19<sup>th</sup> century College to more recent constructions including the award-winning Edward King Chapel (2013). The College owns a portfolio of domestic properties in the village of Cuddesdon and nearby in which staff and student families are accommodated. The main College campus and associated land (including some let agricultural land) amounts to approx. 55 acres. The care, management and realisation of maximal potential of these resources – both human and built – will be the key responsibility of the person appointed to this role.

Diagrams (organograms) illustrating the main structures of Management and Governance in the organisation are attached.

*Faithful worship – Eager learning –  
Diverse community:*

*Formation for generous service in God's  
Church.*

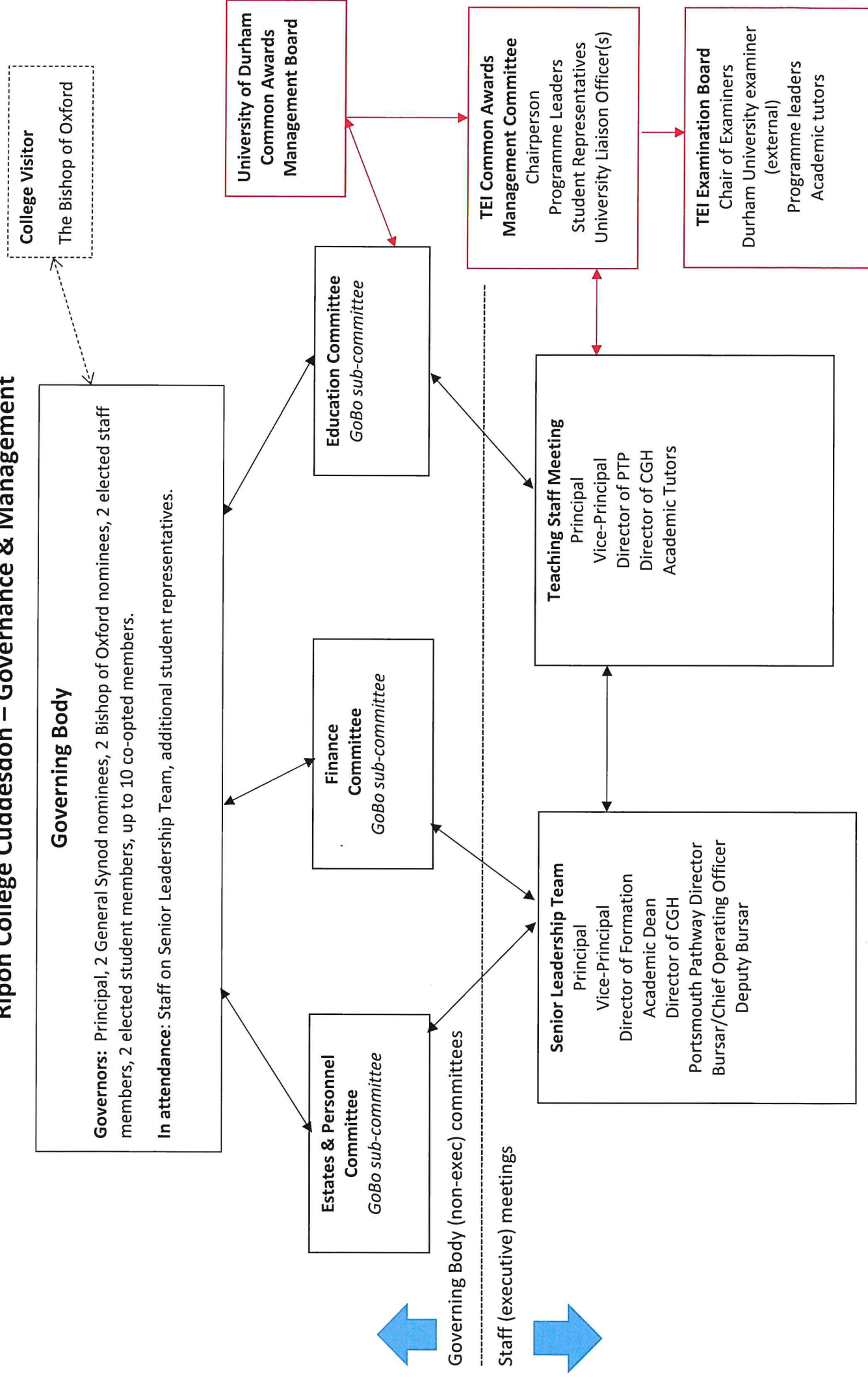
Cuddesdon treasures and seeks to reflect the comprehensiveness of the Church of God for God's world. Believing that there neither is nor should be any division in the Body of Christ, we are committed to the flourishing of all and to building a community in which this is realised by the grace of God, where all play unique and complementary parts in the service of the Gospel.

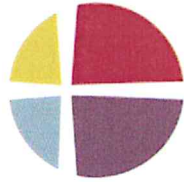
Within this ordered unity there is much diversity, promising both enrichment and challenge for each individual. We believe that each member brings particular gifts and insights and is to be a blessing to the others. Diversity calls for generosity on the part of each, more than mere tolerance, and a recognition that all are likely to experience sacrifice, as well as affirmation and acceptance, as we grow together in God's wisdom and love.

We rejoice in our unity and celebrate our diversity through a commitment on all our pathways to faithful worship, eager learning and joyful table fellowship in diverse community. We seek to delight in our common calling, and in one another, to have fun as we learn and grow by God's grace and to look for, and see, in one another and our joint enterprise, the fruit of the Spirit and the signs of the Kingdom.

Hospitality and environmental responsibility are at the heart of our common calling. We aspire to be an institution living in harmony with creation and a place of learning, association and refreshment for individuals and groups in a wide range of circumstances.

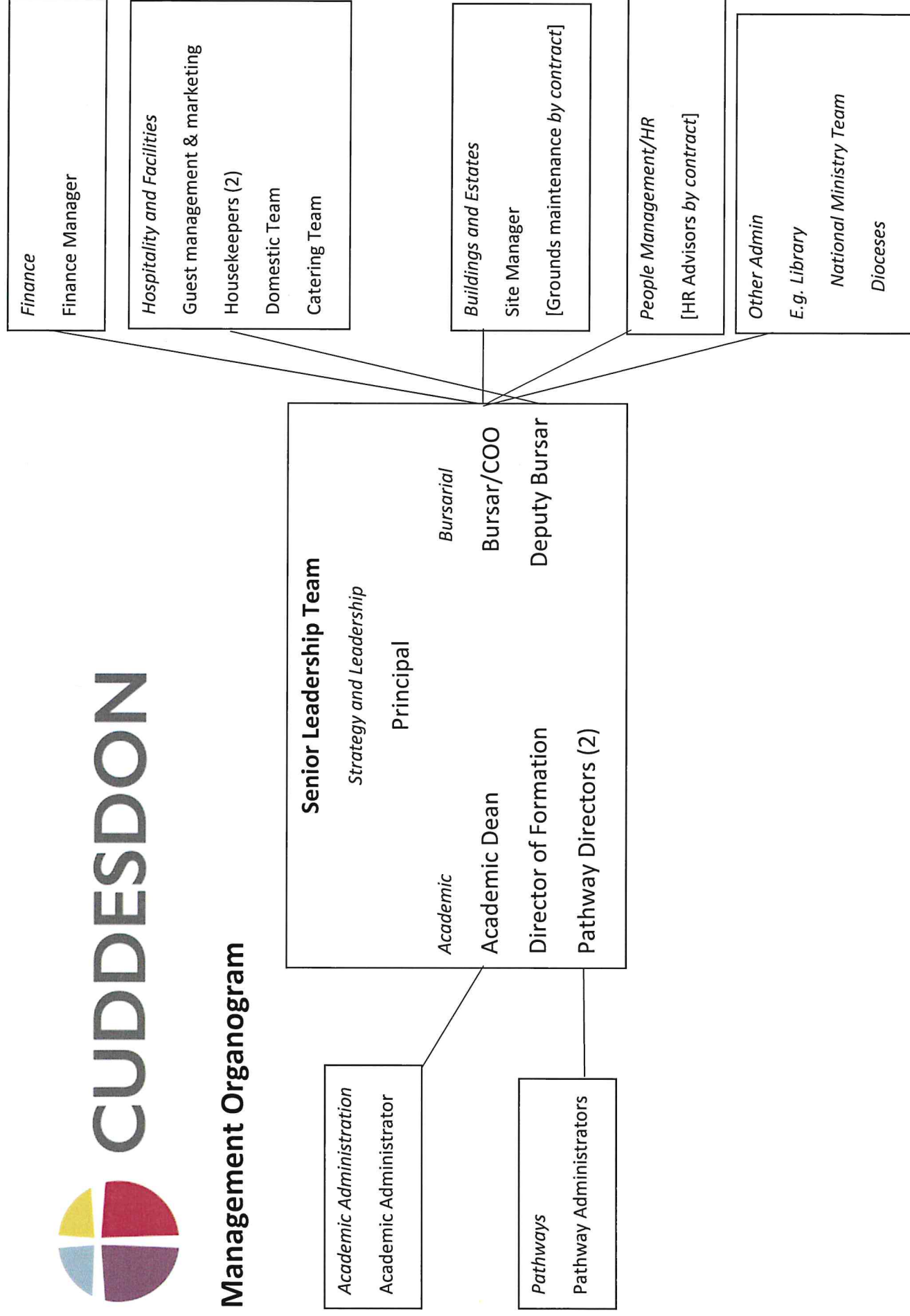
# Ripon College Cuddesdon – Governance & Management





# CUDDESDON

## Management Organogram





## JOB DESCRIPTION and PERSON SPECIFICATION

<b>Job title</b>	Bursar / Chief Operating Officer		
<b>Hours</b>	Full-time	<b>Salary</b>	£ 60,000
<b>Department</b>	Administration	<b>Location</b>	Ripon College Cuddesdon
<b>Reporting to</b>	Principal	<b>Responsible for</b>	All non-academic staff
<b>Key Relationships</b> <ul style="list-style-type: none"> <li>• Principal</li> <li>• SLT Colleagues: Academic Dean, Director of Formation, Pathway Directors</li> <li>• Deputy Bursar</li> <li>• Finance Manager</li> <li>• Governors, especially Chairs of Finance and Estates &amp; Personnel committees</li> </ul>			
<b>Purpose and objectives of the role</b> <p>To share as a senior colleague with the Principal and other Senior Leadership Team members in the strategic and operational leadership of Cuddesdon, with specific oversight responsibility for the operation of estate management, hospitality, finance and HR; directing and managing staff in these roles to enable maximal efficiency and harmony of working. The Bursar provides leadership, direction and oversight of all non-academic matters within the College. To achieve its potential the role is located at Cuddesdon's base in Oxfordshire, with a high degree of attendance in person a requirement, though there may be scope for a limited proportion of the hours to be worked remotely.</p>			
<b>Main duties and responsibilities</b> <p><b>NB.</b> It is recognised that different candidates for this role will present with different skill sets. The Bursar/COO is involved in the leadership of staff in all of the areas summarised below and will be expected to take personal leadership of some aspects, most likely development of the hospitality business and/or estates and facilities management, rather than – necessarily – finance, as this function is well supported by the Finance Director. A key task will be to share with the Deputy Bursar in building and developing effective admin, domestic and catering teams, sharing tasks and responsibilities to play to individuals' strengths and giftings.</p> <p><b>Strategic Management:</b> To be a member of the Senior Leadership Team, working closely with other key staff to coordinate effective working across academic and non-academic boundaries. To be in attendance at meetings of Governors (as Clerk) and to service meetings of the governing Body, Governors' Finance, Education and Estates &amp; Personnel Committees, in conjunction with the relevant Chairs convening meetings, setting agendas and sending out necessary papers.</p> <p><b>Hospitality and Business Development:</b> Recognising the growing importance within Cuddesdon's strategy of this aspect of our operations, to support and oversee all aspects of Development: marketing, conference and hospitality business, communications and alumni and donor relationships, managing and supporting the Deputy Bursar in their role and continuing to develop staffing and systems to serve this priority within the overall strategy.</p> <p><b>Property, Facilities and Administration:</b> To take pro-active management responsibility for the built estate, taking forward the priorities of the building condition survey, meeting hospitality needs and responding to net zero challenges. To ensure effective management of IT systems,</p>			

domestic, catering, and (via external contract) grounds maintenance. To ensure legal compliance in the areas of Health & Safety and Disability Access in relation to College properties and activities and generally to ensure that site and facilities management are both legally compliant and well coordinated with Cuddesdon's strategic development priorities.

**Strategic Financial Planning:** Working closely with the Finance Manager,

- to have overall responsibility for advising the senior leadership team and the Governors, via the Finance Committee, of the College's financial situation and informing and advising on the financial aspects of future plans;
- to propose a five-year financial plan for discussion and ultimately approval by the Finance Committee and to work with colleagues to implement any recommendations;
- to have responsibility for the oversight and management of the College's borrowing and related issues;
- to have oversight of the College's investment strategy and performance of investment advisors;
- to ensure that the Governors, through the Finance Committee, review risks on at least an annual basis and agree actions as appropriate to mitigate risks identified;
- to engage in negotiation with National Ministry Team of the Church of England, and others such as Dioceses, on tuition fees, maintenance levels and other funding issues;
- to assist with the drafting of memoranda of agreement in respect of new agreements and partnerships;
- to co-operate with the Principal and Senior Leadership Team on plans for future development and provide financial modelling as required to support decision making;
- to contribute to regular updating of the College's strategic plan;
- to ensure continued compliance with legislation in areas such as charity trading and VAT.

**People Management:**

- to be the main point of contact with the College's contracted HR advisors and to liaise with them on keeping documentation such as contracts and staff handbooks up to date;
- to review policies and strategy as appropriate in conjunction with the Governors' Estates & Personnel Committee;
- to ensure that appropriate standard documentation is available for use by line managers;
- to maintain the on-line employee database provided by the College's HR advisors, including access by employees to appropriate on-line training modules;
- to support line managers in recruitment of staff including provision of standard offer letters, reference requests, new starter forms etc.;
- to propose annual pay increases to the Estates & Personnel committee and manage all communication with employees in respect of annual pay increases;
- to provide support and guidance to line managers in following College policy e.g. in the event of a disciplinary or performance management issue. This will be in full consultation with the College's HR advisors;
- to have overall responsibility for Safeguarding within the institution (in conjunction with the designated Staff Safeguarding Lead).

**External Relationships and Reporting:** To liaise as necessary with National Ministry Team of the Church of England and partner dioceses, especially in relation to financial matters and invoicing. To liaise with Auditors and other professional advisers as necessary and to supervise the production of the Annual Report and financial statements and other external reporting.

**Other:** Such other duties as may reasonably be requested by the Principal

## PERSON SPECIFICATION

<b>Job title</b>	<b>Bursar &amp; Chief Operations Officer</b>		
<b>Department</b>	<b>Administration</b>	<b>Date</b>	<b>February 2023</b>
<b>Qualities</b>	<b>Essential</b>	<b>Desirable</b>	
<b>Qualifications</b>	<p>Degree or equivalent qualification in a relevant field (property and facility management, hospitality, finance).</p> <p>Working knowledge of HR law, processes and practice.</p> <p>Supportive of and in sympathy with the aims, values and ethos of Cuddesdon as set out in the sidebar on the covering page of the recruitment pack.</p>	<p>Professional or post-graduate qualification in a relevant field (finance, property and facility management, hospitality).</p> <p>Familiarity with the TEI (Theological Education Institute) Sector and recent developments within it, e.g. <i>Renewing Ministerial Formation</i>.</p>	
<b>Experience</b>	<p>Proven record of success in management of people, property and finance in a complex environment.</p> <p>Specific experience and enthusiasm in either facilities management and development or hospitality, in either non-for-profit or commercial sector</p> <p>Proven ability to manage projects effectively to time, budget and expected outcomes.</p>	<p>Previous responsibility for producing the published Annual Report and Accounts for an organisation and coordinating the annual audit</p> <p>Experience of Safeguarding administration at an institutional level</p>	
<b>Special skills</b>	<p>A strategic thinker able to contribute a financial and business perspective to the College's Senior Leadership Team.</p> <p>Excellent communication skills, both orally and in writing, and specifically an ability to communicate policy and strategy at all levels of the organisation.</p>	<p>Current knowledge of charity legislation and accounting</p> <p>Strong IT skills, including intermediate/ advanced Excel</p>	
<b>Personal attributes</b>	<p>Proven ability to lead and contribute to teams, showing a high level of integrity, tact and discretion, particularly when dealing with confidential information and people related issues. Cheerfulness and a robust sense of humour will be at a premium.</p> <p>Well-organised and able to respond effectively and efficiently to the pressure of competing demands and to model good self-care and a responsible work-life balance.</p>		
<b>Circumstances</b>	Availability to attend meetings off-site	Access to transport / availability for some involvement in off-site centres	



## Summary Terms & Conditions

**Hours:** Full Time

**Location:** Ripon College Cuddesdon, Near Oxford OX44 9EX

**Salary:** £60,000 p.a.

**Contract:** This is a permanent position subject to satisfactory completion of a six month probation period.

**Holiday:** The holiday entitlement is 6 weeks plus 8 bank holidays. Annual leave will not normally be granted during term time.

**Pension:** You will be entitled to membership of a Church of England Pension scheme to which the College contributes 7% of basic pay and the employee is required to contribute a minimum of 1.5%.

**College Meals:** You will be entitled to join students and staff for free lunches in the College dining room during term time when the kitchens are open.