



## WYCLIFFE HALL

### Bursar

Dear candidate,

Thank you for your interest in this key role within Wycliffe Hall. The Hall is a Permanent Private Hall (PPH) of the University of Oxford and an Anglican theological college in the evangelical tradition: a small, primarily theological, educational institution with a history of serving both the academic community and the Church of England with its teaching, practical training, and research. As part of the University of Oxford, we are committed to excellence in teaching and research, but we also have a mission to serve the Church as a centre for the renewal of Christian prayer, character, preaching, and thinking. We currently have approximately 140 students, making us one of Oxford's smallest colleges. Around 40% of our students are Church of England ordinands, and the student body as a whole pursues a range of undergraduate and graduate qualifications, from certificates to doctoral degrees, coming from diverse backgrounds to join our unique community.

The Bursar plays a crucial leadership role within Wycliffe Hall's Senior Management Team (SMT), and with its Hall Council (Trustee Board), overseeing the College's financial, administrative, and operational functions. As Principal, I need a Bursar who is a strategic thinker with strong people skills, and who can thrive in a complex and academic environment.

This is an exciting time to be joining Wycliffe, as we implement our vision to be a centre for a “New Renaissance” of Christian scholarship, leadership, and culture. The Bursar will be key in translating this vision into practical activities, alongside our Dean for Research and Cultural Development. In particular, to facilitate this, they will lead the growth of commercial activities, such as conferences, events, and bed-and-breakfast services, which are becoming essential to funding our mission. They will also lead on development of our main site to provide more effective facilities for cultural impact, including major building work, and will work on a substantial fundraising campaign to support both capital projects and academic and cultural activities. They will need to ensure that our financial and operational teams and systems are equipped to deal with this increase in both volume and complexity of activity. More information about the New Renaissance Project can be found at <https://www.wycliffe.ox.ac.uk/renaissance>, and a recent update on activity is available at <https://www.wycliffe.ox.ac.uk/renaissance-update-december-2024>.

In 2025, I look forward to welcoming a new colleague to this vital role, following the retirement of the previous postholder. I very much hope you will consider joining us at such a transformative time.

Michael Lloyd

Principal, Wycliffe Hall

## Job Description

**Reporting to:** The Principal

**Line management responsibility for:** Head of Finance and HR, Domestic Bursar, and the commercial aspects of the Director of External Relations (Direct or indirect responsibility for 23 staff)

### Key Responsibilities

#### Leadership and Strategy

In collaboration with the Principal and SMT, translate the Hall's vision and mission into a tangible and achievable strategic plan. In particular, the Bursar will be responsible for delivering the Hall's operational objectives.

Develop a comprehensive financial strategy for the Hall, working closely with the Senior Management Team and Finance Committee. This strategy should maximise the value of the Hall's assets and identify opportunities for income generation, consistent with the Hall's ethos.

Oversee the implementation of any site and building development plans, coordinating with the project manager, architect, and other specialists as necessary.

In partnership with the Principal and Chair of Trustees, assist in formulating agendas and planning actions for the Senior Management Team (SMT) and Hall Council.

Ensure that key performance data regarding all aspects of the Hall's activities is provided regularly to key committees and external stakeholders.

Take on any additional responsibilities as assigned by the Principal.

#### External Stakeholders

Be instrumental in conveying the mission, vision, values, and ethos of Wycliffe Hall to external stakeholders, including the Church of England, the University of Oxford, prospective students, and potential donors.

Engage actively in key University meetings, particularly through the Conference of Colleges forum. Represent the Hall at various University and Church events.

Oversee the relationship with the outsourced IT provider, ensuring their priorities align with those of Wycliffe Hall.

#### Legal and Governance

Service the Hall's Governance Committee.

Take the lead on all matters related to compliance with Prevent legislation, and participate in any required training to fulfil this role effectively.

Ensure compliance with the Charities Acts in relation to property and finance.

Safeguard the interests of the Hall by obtaining professional legal advice when necessary.

Maintain and update the Risk Register, ensuring that adequate insurance coverage is in place and regularly reviewed.

Ensure that all non-academic Hall policies are kept up to date and in line with University and government best practice.

Handle all Freedom of Information requests concerning the Hall.

### Line Management

Managing the work of the individuals listed above.

## Person Specification

### Essential

- Proven people management skills, with the ability to inspire, empower, and support a diverse team.
- A collaborative and consensual style that fosters a positive working environment and good governance across the organisation.
- Excellent interpersonal skills, with the ability to work well as part of a team with a wide range of individuals from across the whole Hall community, and to represent the Hall externally (e.g. to the University of Oxford and the Church of England).
- Demonstrated experience of driving strategic initiatives.
- Strong financial acumen with a demonstrated ability to manage budgets and financial planning.
- Evidence of a commercial mindset, with experience in identifying and capitalizing on financial opportunities.
- Excellent communication skills, both oral and written, with the ability to convey complex information clearly.
- There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian, supportive of the ethos and aims of Wycliffe Hall. Regulation 7 (2) a of the Employment Equality (Religion or Belief) Regulations 2003 applies.

### Desirable

- Project management experience, especially in capital projects
- Involvement in fundraising campaigns
- Experience of working in educational settings

## **Remuneration and Benefits**

**Salary:** The salary is between £65,000 and £75,000 p.a. (FTE), depending on experience. This post is offered subject to the satisfactory completion of a six-month probationary period and the capability and disciplinary provisions in the employee handbook.

**Pension:** Wycliffe Hall will contribute an amount equal to 10% of salary to a Group Personal Pension Scheme.

**Working hours:** The role has hitherto been a full-time role; however, we would be very open to considering applications from those looking for full-time or part-time positions.

**Place of Work:** Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW. There is some flexibility to support appropriate home working although the expectation is that this role requires regular on-site presence.

**Notice Period:** The standard notice period is three months.

**Holidays:** Initially, 25 days per year (FTE), in accordance with the College Holiday Policy, in addition to public holidays, which, if these fall during college term, may need to be taken at an agreed time during vacations.

**Meals in College:** The appointee will be entitled to free college meals during working hours except when the kitchen is closed.

**DBS Disclosure:** An enhanced DBS Disclosure will be required.

## Application Process

To apply for this post, please send the following:

1. A full CV
2. A cover letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.
3. The names and contact details of two referees

Applications are to arrive by 12 Noon **Monday 31<sup>st</sup> March 2025**. Initial Interviews are likely to take place at Wycliffe Hall in the beginning of April 2025. Further interviews may be scheduled as required.

Please send applications to Mona Liu, Wycliffe Hall, 52-54 Banbury Road, OXFORD, OX2 6PW, or [vacancies@wycliffe.ox.ac.uk](mailto:vacancies@wycliffe.ox.ac.uk).

The job description is correct at February 2025.