



Accommodation & Property Manager

Job Description

The context and opportunities of this role

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition. It is committed to excellence in teaching and research, thereby making a significant contribution to the intellectual life of the University and the wider society. Our mission is to be a centre for the renewal of Christian prayer, character, preaching and thinking. We have about 160 students, of whom around 40% are Church of England ordinands. Students study for undergraduate and graduate qualifications, from the certificate to doctoral level, and come from a wide range of backgrounds. We are committed to expanding that range further.

The Accommodation & Property Manager is a critical role in terms of ensuring the effectiveness and quality of our accommodation, primarily for our students, but also other visitors and users of the premises. They will administer and run both our onsite accommodation for 76 students and our portfolio of 22 properties around the campus and North Oxford, comprised of 18 properties owned by the Hall and four for which the Hall acts as letting agent.

The College is a strong community intending to enable all within it to appreciate they are valued, and to thrive and flourish. We are committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

Duties and Responsibilities

1. Accommodation
 1. Manage student room and family accommodation allocation, including producing relevant legal agreements, and monitoring rent payments.
 2. To work with the Finance Team to ensure timely and accurate invoicing for accommodation and related charges.
 3. Participate in open days and interviews, explaining accommodation offerings to individual and groups.

4. Termly inspections of all onsite conference rooms, bedrooms, shared facilities etc.
5. Utilise bookings management system used by the Hall (Turbo).
6. Manage accommodation budget and provide regular updates to Senior Managers.
7. Recommend changes to accommodation policies and fees as appropriate and maintain the relevant sections of the Student Handbook.
8. Monitor utility usage across Wycliffe owned property (both residential and privately let).
9. Attendance at University Accommodation Managers' termly meetings.

2. Property Management

1. Liaise with external landlords and estate agents in relation to external and commercially rented properties.
2. Facilitate moving in of resident students (including families into off-site accommodation), including management of inventories, deposits and utilities administration (where appropriate).
3. Carry out bi-annual property inspections of our privately let houses.
4. Ensure compliance with and reporting to the Universities UK Accommodation Code of Practice (ACOP).
5. Organise EPCs, EICRs and Landlord Gas Safety certificates for all properties in liaison with the Maintenance department.
6. In conjunction with the Finance Team, generate invoices for tenants and landlords and follow up payments.
7. Ensure compliance with Oxford City Council licensing requirements.

3. Domestic Bursary Administrative Support

1. Manage distribution of proximity access cards and keys.
2. Support establishment of procedures to ensure compliance with Health and Safety requirements and report regularly on outcomes.
3. Assist the Clerk of Works with work allocation & logistics on external properties where and when required.
4. Fire Safety: Responsible for providing fire wardens for training and assist with Fire Alarm Drills.
5. Assist with taking student payments for students' accounts, keys and printing.
6. Act as secretary for the Health & Safety committee.
7. Be part of Receptionist cover resilience. (This will include some lunches and holiday cover).

8. To work closely with relevant colleagues on events, commercial hires (including “Bed and Breakfast”), and other accommodation/property usage.
9. Any other work reasonably requested by the Domestic Bursar or Bursar.

Key Selection Criteria

Role-related skills:

- Required: Excellent customer service skills with the ability to achieve and maintain high service levels.
- Required: Excellent financial competency, including detailed budgeting, billing, and costing with user experience of spreadsheet applications.
- Ideal: Experience of property management.
- Ideal: Experience with managing student accommodation within a university setting
- Ideal: Experience of using a room booking system.
- Ideal: Exposure to the accommodation and property challenges in Oxford

Personal Aptitudes:

- Ability to operate at a strategic level, as well as dealing with detail as required.
- Attention to detail, error-checking methods and excellent task management strengths.
- A collaborative, proactive working style, and a desire for excellence in all areas of work.
- Excellent interpersonal skills and the ability to relate to colleagues, students, and external stakeholders from a wide range of backgrounds with confidence.
- The ability to work independently and as part of a team whilst managing and prioritising a busy workload to make timely effective decisions.
- Outstanding written and verbal communication skills
- Evidence of solid intellect and analytical skills, demonstrable through educational qualifications or equivalent professional or life experience.
- Sympathetic to the vision, mission, and values of the Hall

Key Relationships: Domestic Bursar, Domestic Manager, Clerk of Works, Conference & Events Managers, external landlords, estate/letting agents, ...and students!

Other criteria

The safeguarding of all staff, students and visitors is a priority for Wycliffe Hall and a DBS Disclosure will be required prior to appointment. This post is offered subject to the satisfactory completion of a four-month probationary period and the capability and disciplinary provisions set out in the employee handbook.

Terms

Remuneration: The salary is anticipated to be between £32,000 - £35,000, depending on experience.

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

Working hours: 0.8 full-time over the year – an average of 28 hours per week, but full-time working will be required during certain periods, balanced with more time off on other occasions according to the needs of the role and Hall community. The role will likely involve one or two weekend day events through the year.

Place of Work: Wycliffe Hall, 54 Banbury Road, Oxford OX2 6PW

Notice Period: The standard notice period is three months.

Holidays: Initially 20 days per year (0.8FTE of 25 days), in accordance with the Hall's Holiday Policy. These are in addition to public holidays, which, if falling during the students' term, shall be taken at an agreed time during vacations.

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

Application Process:

To apply for this post, please send the following:

1. The official Application Form.
2. A covering letter outlining your reasons for applying and demonstrating how you meet the key selection criteria.

Applications are to arrive by 12 noon on 30th March, 2026. Interviews may be conducted before the closing date or in early-to-mid April (avoiding Easter). **We reserve the right to close this vacancy early.**

There is an opportunity to visit the Hall and speak with the Domestic Bursar (Nick Jackson) and Bursar (Mark Turner) between 5pm and 6pm on Wednesday, 11th March.

Please send applications to vacancies@wycliffe.ox.ac.uk. You are also welcome to email questions and we will seek to answer them in a timely manner.

(Attendance and/or prior contact is not necessary before applying, and will not form part of the selection process.)

The job description is correct as of March 2026. It will, however, be discussed between the successful candidate and the line manager, and may be amended, following consultation, to reflect developments in, or changes to, the job.