



WYCLIFFE HALL

Bursar and Chief Operating Officer

Wycliffe Hall is a Permanent Private Hall of the University of Oxford, and an Anglican theological college in the evangelical tradition, 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 approximately 140 students, with around 40% being Church of England ordinands. Our students pursue undergraduate and graduate qualifications, from certificates to doctoral degrees, and come from diverse backgrounds.

The Bursar and Chief Operating Officer is a key senior appointment leading all non-academic aspects of the Hall's activities and contributing to the leadership of the Hall by working closely with the Principal and other members of the Senior Management Team (SMT), as well as regularly engaging with members of the Trustee Board.

This is an exciting time for a new colleague to be joining the Hall to take up this challenging role. Following the downturn of the pandemic the Hall is growing in many aspects of its activities not least in terms of increasing student numbers and research capabilities. From an operational perspective there is increasingly important commercial activity built around conferences, events and B&B, there are ambitious plans to redevelop the main site to provide more effective facilities, and a major fundraising campaign is underway to support the implementation of our Renaissance project which aims to foster a new renaissance of Christian scholarship, leadership, and culture. The successful applicant for the Bursar and Chief Operating Officer role will be critical to the success of these important initiatives. This role has become vacant because of the retirement of the current Bursar.

Ideally a full-time role, there is flexibility however to consider a more part-time role for a suitable applicant.

Job Description

Reporting to: The Principal and Trustees

Line managed by: The Principal

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

The Bursar and Chief Operating Officer is responsible for the leadership and management of all non-academic aspects of Hall life

Key Responsibilities

1. Supporting the Principal in Strategy and Operational Leadership

- In conjunction with the Principal and SMT, support the long- term strategy development of the Hall and manage the implementation of this strategy once it has been adopted by Hall Council.
- In conjunction with the Principal to plan and implement the Hall's operational objectives and priorities.
- Shape a sound financial strategy for the Hall, in close consultation with the Principal, the Treasurer and Finance Committee, maximising the value of the Hall's assets and opportunities for income generation, as consistent with the ethos of the Hall.
- Manage implementation of any site development plans, including liaison with the project manager, architect and other specialists.
- In conjunction with the Principal and Chair of Trustees, assist in managing agenda formulation and action planning for SMT and Hall Council
- Ensure that key performance data covering all aspects of the Hall's activities is regularly provided. Activities.

2. Legal and Governance

- Maintain and develop the Risk register and ensure adequate Insurance cover is in place and is regularly reviewed.
- Ensure compliance with the Charities Acts regarding property and finance.
- Protect the interests of the Hall, where necessary procuring professional legal advice.
- Lead on all issues relating to compliance with Prevent legislation. Undergo and maintain all necessary training to perform this role.
- Deal with all Freedom of Information requests for the Hall.

3. In conjunction with the Head of Finance and HR. (Qualified Accountant)

- Oversee the preparation of the annual budget for the approval of Hall Council.
- Develop and maintain effective budgeting, monitoring and reporting systems.
- Ensure proper management reporting to SMT, Finance Committee and Hall Council.
- Oversee the preparation of the annual accounts in consultation with the Hall's auditors.
- Manage registration of the Hall and its two trading subsidiaries at Companies House and the Charity Commission, with the associated annual returns.
- Manage and oversee the Treasury function, including maintaining good relations and liaising with the Hall's Bankers

- Supervise financial relationships with the Ministry Team of the Church of England.
 - Oversee the financial affairs and one-off projects of the Hall.
 - Oversee all matters relating to HR in the Hall, procuring where necessary the advice of HR specialists.
4. In conjunction with the Domestic Bursar.
- Oversee and manage the College's facilities and buildings. This includes oversight of the domestic and maintenance functions.
 - Manage the Hall's property portfolio, including purchases, sales, building and planning permissions.
 - Oversee and implement Health and Safety, fire and security policies, including being the Chair of the Health and Safety Committee.
 - Oversee all issues relating to internal and external accommodation for students. This will include inspection of properties, allocating properties to students and overseeing tenancy agreements
 - Oversee all issues relating to the management of accommodation and facilities for conference programmes and B&B visitors.
 - Monitor the provision of catering including oversight and negotiation of the catering contract
5. In conjunction with the Director of External Relations
(Responsibilities may change as Development priorities and requirements evolve)
- Maximise profitability of Events, Conference and B&B activities
 - Play an active role in the campaign to raise funding for New Renaissance project initiatives including campus development
 - Establish priority campaigns for philanthropic giving, monitoring and reviewing progress towards targets.
 - Ensure an effective relationship between Wycliffe Hall and the Treasurer of Friends of Wycliffe Hall, US 501 C3.
 - Promote and celebrate Development progress at SMT, Development Committee and Hall Council
6. External Stakeholders
- Manage the relationship and Wycliffe priorities of the outsourced IT provider
 - Assist in the articulation of Wycliffe Hall's mission, vision, values and ethos to stakeholders, Church and University, and to prospective students and prospective donors.
 - Participate in key University bodies such as Estate Bursars' meetings
 - Represent the Hall at University and Church events.

Any other duties as assigned by the Principal

Attendance and Committees/Meetings will include:

1. Senior Management Team (fortnightly and as required)
2. Finance Committee (usually three or four times a year)
3. Hall Council (usually four times a year)
4. University Estate Bursars (usually twice a term)

Person Specification

Essential

- Good people management skills
- Consensual and collaborative management style
- Strong financial skills
- Evidence of operating with a commercial mindset
- Evidence of Leadership in previous role(s)
- Experience of managing a multi-disciplinary team staff team and relating to subordinates with ease
- Good communication skills, orally and in writing
- Ability to operate at strategic level, as well as dealing with detail as required
- Credibility and maturity to deal with senior individuals in the university, in the Church of England and other key stakeholders.
- There is a Genuine Occupational Requirement (GOR) that the postholder is a Christian, sympathetic to the ethos and aims of Wycliffe Hall. Regulation 7(2)a of the Employment Equality (Religion or Belief) Regulations 2003 applies

Desirable

- Willingness to learn new skills
- Familiarity with property management and major construction project
- Experience with major fund-raising campaigns
- Experience of operational matters in Higher Education
- Educated to degree level

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: Ideally a full-time role, there is flexibility however to consider a more part-time role for a suitable applicant.

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, **Friday, 6th December 2024**. Initial Interviews are likely to take place at Wycliffe Hall on **Monday, 16th December 2024**. 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.

The job description is correct at November 2024.