



RIDLEY HALL

C A M B R I D G E

WISDOM. THEOLOGY. MISSION.
GOD'S CHURCH RENEWED | GOD'S WORLD TRANSFORMED

Domestic Bursar (Maternity Cover)

Job Title:	Domestic Bursar (Maternity Cover) – 12 month temporary contract beginning mid-May 2026
Location:	Ridley Hall, Cambridge
Reporting to:	The Principal
Key relationships:	Leadership Team, Domestic Departments, Trustees & other Ridley Hall Staff and Students
Hours:	Full-time post – hours are those needed to fulfil the requirements of the role, the role holder is expected to be on site during core business hours 9.00am to 5.00pm Monday – Friday, with the exception of a 30-minute lunch break.
Term:	Temporary – 12 month maternity cover
Salary:	£45,000 per annum

Role summary

The Domestic Bursar is a senior management role in the College for which we now seek temporary Maternity Cover. Reporting to the Principal, the Domestic Bursar is responsible for the management of the domestic affairs and operations of the College, ensuring the delivery and highest quality of services in support of the College's mission of preparing leaders for the church. This role may be of interest to someone looking to gain experience of a Domestic Bursar role, in a smaller college and supportive environment. There are currently six operational departments under the Domestic Bursar:

- Catering – 5 staff
- Estates (including Maintenance and Gardens) – 3 staff

- Accommodation & Property (including Housekeeping) – 5 staff
- Reception – 1 staff
- Conferencing and Events – 1 staff
- IT – support is outsourced to external company but oversight lies with the Domestic Bursar

Key Duties & Responsibilities

Leadership & Management

- Lead, manage, mentor and motivate the heads of departments and their staff
- Take overall responsibility for the recruitment and training of new staff in relevant Departments
- Conduct regular 1:1's with all direct reports
- Attend weekly Leadership Team meetings and report relevant information

Accommodation Management

- Maintain fully tenanted accommodation across all properties
- Manage tenant contracts and moving in procedure across all properties
- Ensure compliance with ANUK standards at all times

Finance & Budget Management

- Oversee and monitor Capital Expenditure and operational budgets
- Work closely with Accounts Department to ensure financial administration across all areas is efficient
- Attend and act as minute taker for quarterly Finance CTE
- Take forward any successful funding applications submitted prior to the Domestic Bursar's maternity leave

Events/Conferences

- Oversee all external and internal events and conferencing, managing the Projects and Events Officer
- Meet termly targets for events

Site Maintenances & Operations

- Oversee Health and Safety, and Fire safety across site
- Work closely with Premises Manager to ensure maintenance work is complete, and contractors are managed
- Oversee maintenance plan and capital works across site
- Ensure effective communication to wider Ridley site on relevant matters
- Oversight of IT and lead contact for outsourced company
- Take part in out of hours emergency contact rota

Internal Affairs

- Meet weekly with the Internal Affairs Deacon
- Ensure items discussed are dealt with and raised appropriately

- Work together to communicate matters through the student body

This list of responsibilities is not exhaustive.

Ridley Hall

Ridley Hall is an Anglican theological college in the centre of Cambridge preparing men and women for leadership positions in the Church of England and other denominations. The vision of the College is to see God's Church Renewed & God's World Transformed through the education and formation of missional disciples that serve the Kingdom of God in our cultural moment. We are guided by five core values: Graciousness; Faithfulness; Hopefulness; Creativity; Responsibility. We have approximately 150 students studying for degrees validated by Cambridge and Durham Universities. The college buildings are home to approximately 50 staff, students and residents, with the remainder on site during weekday working hours.

Further information about the College is available from our website:

<https://www.ridley.cam.ac.uk>

Person specification - skills and experience

Essential

Knowledge & Experience

- Bring a track record of first-class, senior administrative and general management experience
- Have significant experience gained in working in at least one of the following sectors: hotels, catering, hospitality, conferences, residential education, estate management;
- Have familiarity with general health and safety and risk management issues.

Skills/Abilities/Competencies

- Bring excellent oral and written communication skills and an understanding of when and how to communicate;
- Be an excellent problem-solver;
- Possess excellent interpersonal skills and have the ability to develop and maintain effective working relationships with the Leadership Team and other staff, alumni, students and external parties;
- Have the ability to cope with a wide range of competing issues and appropriately allocate priorities, dealing with urgent day-to-day issues, while not losing sight of the bigger strategic picture;
- Have the ability to work on own initiative, with limited supervision, and to take the lead in dealing with issues to a satisfactory conclusion;

Personal Attributes

- Demonstrate sensitivity in understanding and dealing with the differing interests of a wide range of groups in the College community, staff, students, families of students, alumni;
- The role holder is required to be in sympathy with the Christian faith and comfortable working in an environment in which students are being prepared for leadership in churches across the Church of England.

Desirable

- First aid qualification
- IOSH qualification

Terms & Conditions of Employment

- The Domestic Bursar will be based at Ridley Hall, Cambridge CB3 9HG, and the role holder is required on site 5 days per week to carry out their duties.
- Due to emergency rota participation it is necessary that the role holder lives within a reasonable distance of Cambridge and therefore the college.
- Lunch will be provided free of charge, on days worked, in the College dining room during ordinand term-time.
- On-site parking is available – the college operates a permit-holder car park system
- Leave entitlement is 30 days plus bank holidays for 100% post). The holiday year runs from 1 January to 31 December.
- The college operates a 10% non-contributory pension scheme for all non-clergy staff.
- Any offer of employment will be made subject to evidence of the right to live and work in the UK, a satisfactory basic DBS check and the receipt of satisfactory written references.
- Please note that the fixed term will come to an end upon the return of the employee (or her resignation) which is expected to equate to approximately 12 months leave. We don't envisage that we will need to extend or reduce the period of cover, however, you will be kept fully informed if the date of the employees' return date changes.

Application details

Please send a CV, with a covering letter setting out why you feel you are suitable for this role, **to arrive by 12noon on Wednesday 4th March 2026**, to Katie Bowers (ref. Domestic Bursar): pa@ridley.cam.ac.uk.

Ridley Hall is an Equal Opportunities Employer. Please also complete and send an Equal Opportunities form to pa@ridley.cam.ac.uk when sending your application.

Please note: candidates are asked to set out clearly in their application how their knowledge, skills and experience meet the requirements of this role.

Please include the names and contact details of two referees who know you in a professional capacity. References will not be taken up without the permission of the candidate.

Interviews are expected to take place on **Friday 13th March 2026, at Ridley Hall.**

For an informal discussion about the role, please call or email Lucy Thompson (Domestic Bursar) on lgt26@cam.ac.uk / 01223 741073