



**SIDNEY SUSSEX COLLEGE
CAMBRIDGE**

Domestic Bursar

Permanent, Full-Time Post

Sidney Sussex College seeks to appoint a strong leader as its next Domestic Bursar. Located in the heart of the historic city of Cambridge, Sidney Sussex was founded in 1596 and is the youngest of Cambridge's "old colleges". The College is proud of its 425 year history, but equally is eager to develop and meet the challenges of our time. The College is known for its friendly atmosphere and its small and intimate community. The College has recently completed the building of a new kitchen and catering facility at the heart of the College site.

Reporting directly to the Bursar, this is one of the most senior management roles in the College, charged with ensuring the delivery and highest quality of facilities and services in support of the College's academic mission. Balancing operational and strategic priorities, the post holder will lead, and have line management responsibility for, the College's Catering, Conference, Accommodation, Maintenance, Gardening and Porters' departments.

The post carries a Bye-Fellowship of the College, reflecting the seniority and significance of the post. The Domestic Bursar is expected to be an active and engaged member of the College community.

Key priorities include: ensuring that the full range of operational services are effective and efficient; maximising the opportunities afforded by the new kitchen and dining facilities to build the catering service to full capacity, efficiency and quality; enhancing the size and profitability of the conferencing business; developing and implementing an operational environmental sustainability strategy; and, establishing a strong sense of a cohesive team across the diverse operational departments.

The ideal candidate will be an outstanding leader, with a successful track-record of running a range of relevant operations. They may well have a strong hospitality, conferencing or events background, and will understand catering and young people. They must set high standards and bring a service focused mentality to the work of their teams. They will be a strong manager, with proven communication skills. They will be capable of engaging effectively with all College members, Fellows, staff and students. They will have experience of leading, managing and inspiring colleagues, bringing teams together, running efficient services and generating profitable income. They should have a proven track-record of implementing change where necessary. The successful candidate will be collaborative and collegiate in style. This is an exceptional opportunity to join the College in a key position.

For further details on the role, please visit www.minervasearch.com/sidney. To apply, please send a covering letter and CV to sidney@minervasearch.com by close of business on Monday 11 October 2021.