ST HILDA’S COLLEGE, OXFORD

Domestic Bursary Support Co-ordinator

St Hilda’s College Oxford is seeking a full-time Domestic Bursary Support Co-ordinator. The person appointed will provide management and administrative support and assistance to the Domestic Bursar and their team across a wide range of duties.

St Hilda’s is one of the constituent colleges of Oxford University, spectacularly set in four acres of gardens on the banks of the Cherwell at Magdalen Bridge. The College has recently finished a significant building project, improving and increasing student accommodation, administrative space and enlarging its events capacity, creating possibilities to explore exciting new opportunities for College events, commercial events and to attract new and high end business.

The successful applicant will be able to work as part of a team, will be able to work using their own initiative, run projects and manage a wide range of different activities. They will have a flexible approach to hours and duties.

University Grade 5 salary scale, currently £25,941 rising to £30,942 pa (with a discretionary range to £33,797), according to qualifications and experience. This is a permanent post with a contributory pension scheme. The post is full-time (35 hours a week) and will require the post holder to work their hours flexibly, out of hours, weekend and bank holiday working may be required. There is a paid holiday entitlement of 38 days per year, including public holidays. Lunch is provided free of charge when on duty.

The College is committed to helping its staff to develop their careers and fully supports career development, for example through the University-run national Springboard/Navigator scheme. Additional material about the College can be found at the St Hilda’s website: www.st-hildas.ox.ac.uk.

Applicants should submit a CV and complete an application form, which can be found on the College website (see below).

The deadline for applications is 4 p.m. on Thursday 1st July 2021. Further details, including application form, may be downloaded from the College website at https://www.sthildas.ox.ac.uk/content/vacancies, or obtained from Susan Vickery, HR Manager, at recruitment@st-hildas.ox.ac.uk St Hilda’s College, Oxford OX4 1DY.