

Job Profile: Manager of the Oxford University Catholic Chaplaincy

Location: The Old Palace, Rose Place, St Aldate's, Oxford, OX1 1RD

Reporting to: Chair of the Newman Trust

Job Purpose: To support the Newman Trust in its main charitable objective, i.e., to be a grant giving body to Catholic causes, especially the Oxford University Catholic Chaplaincy, and, in this context, to work with the Chaplains and the Chaplains' Secretary.

The Manager will

- have overall responsibility for the day to day running of the Old Palace (and its newer extension) and No 85 St Aldate's in Oxford;
- support the Newman Trust in looking after its investment properties (parts of the Old Palace, and No 82 St Aldate's in Oxford);
- line-manage several members of staff (currently two),
- and work with the Chaplains and the Chaplain's secretary.

Essential criteria

The Manager

- will have a flexible and personable approach to work
- will have a good understanding of IT;
- will have experience of maintaining buildings, both for day to day use and long-term upkeep;
- will have basic accounting experience and experience of running a pay-roll.

Principal Duties and Responsibilities:

1. Maintenance, management and day to day running of the Newman Trust buildings (the Old Palace, No 82 and No 85 St Aldate's in Oxford, some of which are listed, grade 1 and/ or 2):
 - a. dealing with contractors, local council, health and safety requirements etc;
 - b. dealing with insurance, surveyors, Newman Trust solicitors and others providing a professional service to the Newman Trust;

- c. dealing with the Trust's tenants;
 - d. directing other staff members to support maintenance of the Trust's buildings. (Currently there are the live-in housekeeper/cleaner, and the maintenance assistant.)
2. Accounts:
- a. day-to day accounting; the Newman trust currently uses Xero;
 - b. working with the Newman Trust accountants and auditors, and others providing a professional service to the Newman Trust
 - c. directing other staff in support work for the accounts.
3. Staff Pay Roll and Pensions:
- a. Processing the payroll on a monthly basis, using an online system for pay roll and pensions;
 - b. working on handbooks, job descriptions, updating contracts and other HR related work.
4. Website:
- a. Overall maintenance of and responsibility for the Newman Trust website, working with a website designer and with university IT;
 - b. keeping the non-chaplaincy part of the website up to date;
 - c. organising training and/or training others.
5. Facilities Management, especially for the Conference Business:
- a. Responsible for generating commercial business for the Newman Trust, through the hiring out of event and meeting space within the Newman trust building. The Newman Trust currently uses the on-line systems Planyo and Checkfront.
 - b. balancing conference business with chaplaincy's and students' needs;
 - c. line-managing other members of staff who look after the day-to day tasks for the conference business.
6. Student Accommodation:
- a. organising licence agreements for student rooms within the chaplaincy;
 - b. monitoring payments;
 - c. looking after maintenance etc. and supervising housekeeping

7. Regular contact with members of the public.

Salary: depending on experience, initial salary could start at around £38,000.

Please direct enquiries to Neil Bartlett, Catholic Chaplaincy, and please send applications, including a CV and a statement referencing relevant professional experience, as well as the names of three references, to Juliane Kerkhecker, Chair of the Newman Trust: juliane.kerkhecker@classics.ox.ac.uk.

Applications should be received by noon, 26 February 2021. We will take up references before the interviews; we expect to be able give 10 days' notice before the interview.