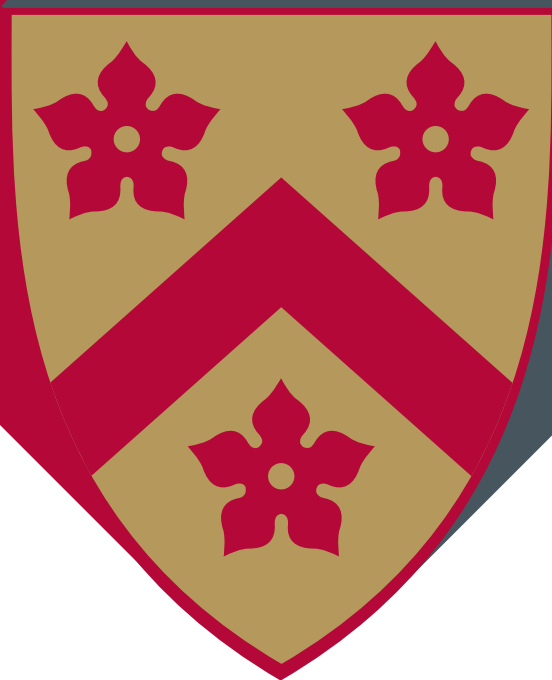


Candidate pack

Manciple

Director of Accommodation, Catering, & Events



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role

Arjun Handa
Events Manager

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

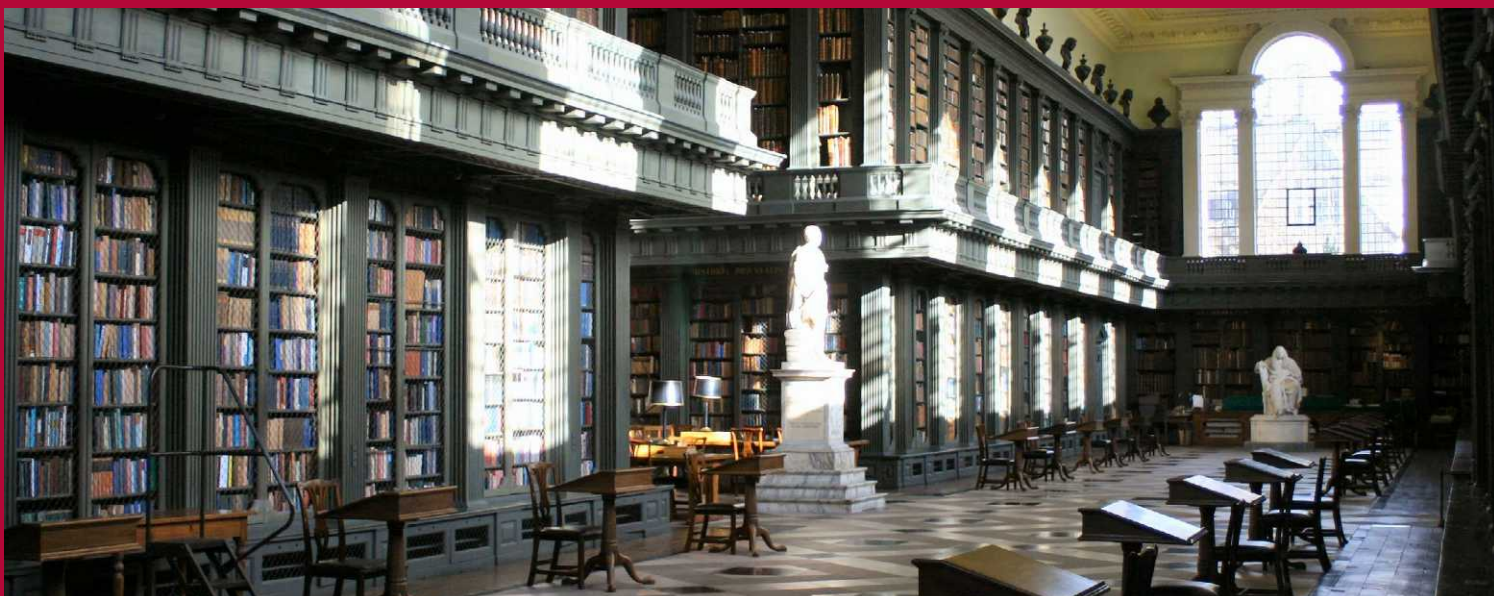
We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





Welcome from the Domestic Bursar

Thank you for your interest in the role of Manciple (Director of Accommodation, Catering & Events) at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Free eye tests



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



Ford fund



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

I benefit from working with experienced Heads of Department – they know how things are run and what is required that I may not automatically know. Ensures that everything runs very smoothly without faults or disruption.

Arjun Handa
Events Manager

“

There is an excellent intermeshed team of different departments that work closely with each other. Something that doesn't happen so much in Central university.

Matt Kirk
Academic Administrator

“

At All Souls College it is different every day. Days are generally varied and the College gives the initiative and trust to help you work and achieve to high expectations.

Helen Green
Catering Manager



Manciple (Director of Accommodation, Catering & Events)

Grade 9 (£56,623 - £65,336 pa with annual progression)
40 hours per week, including paid meal break plus excellent benefits.



About the Manciple role

All Souls is a unique and historic Oxford college devoted to academic research, with a community of Fellows, Visiting Fellows and staff who rely on exceptionally high standards of service and support.

The Manciple plays a central part in this, leading the College's Accommodation, Catering and Events functions and ensuring the smooth running of day-to-day operations.

As the College's Director of Accommodation, Catering and Events, you will oversee a wide range of services that directly support the life of the College. This includes the upkeep and allocation of accommodation, the provision of meals, the management of the wine cellar and the delivery of an extensive programme of events, from daily dining to major occasions such as Encaenia and the Chichele Dinner. You will also hold an important ceremonial role, welcoming distinguished guests and representing the College with professionalism and care.

This is a senior leadership position that combines strategic oversight with hands-on operational responsibility. You will work closely with Heads of Department, Fellows and colleagues across the College, ensuring that services run efficiently, safely and in keeping with the College's traditions and academic mission. With major developments underway, including the significant High Street project, this is an exciting moment to influence and shape the future of College operations.

What you will be doing

You will lead and manage the College's Domestic Staff teams, overseeing Catering, Dining Services, Events, Housekeeping, Lodge Reception and Security. Working through experienced Heads of Department, you will ensure that high-quality services are delivered consistently, efficiently and in line with College standards.

You will be responsible for organising and overseeing the daily food and beverage service, which includes breakfast, lunch,

afternoon tea, dinner and a wide range of formal and ceremonial occasions. You will collaborate with College Officers and colleagues to coordinate events, manage procurement processes, and ensure compliance with food safety, hygiene, security and health and safety requirements.

Your responsibilities will include managing budgets, setting departmental goals, supporting staff development and ensuring clear communication across teams. You will help shape policies and procedures, lead on security and food safety matters, and contribute to College committees, including the Domestic Committee and the Accommodation Group.

You will also oversee the management of College accommodation, ensuring that studies, offices and residential areas are allocated, furnished and maintained to a high standard. Working closely with the Facilities Director, you will play a key role in planning for the College's High Street project, ensuring a smooth operational transition when the new facilities open.

This is a varied and impactful role that requires excellent judgement, strong organisational skills and the ability to balance tradition with innovation.

What you will need

You will bring extensive operational management experience, ideally gained in the hospitality, conference or education sectors, along with proven leadership skills and the ability to motivate and develop diverse teams. You will have a commitment to high standards of service, strong attention to detail and the professionalism required to work effectively with Fellows, staff, visitors and external partners.

You will be an excellent communicator, able to build productive working relationships and handle sensitive matters with tact and discretion. Strong organisational skills will be essential, along with the ability to prioritise, manage complex workloads and respond calmly to changing circumstances.

“The College environment is unique compared to other jobs. All Souls has a unique aura of a hidden away place and then when you come in it's amazing.”

Arjun Handa Events Manager

How to apply

Applications for the Manciple role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by midnight on **Wednesday 21st January 2026** and should include:

- ✓ A covering letter explaining why you think you are suitable for the post, including examples of how you have demonstrated the required competencies.
- ✓ A copy of your CV including current salary details and contact details of two referees.
- ✓ Please complete the online **Equal Opportunities monitoring form** (optional). This won't play a part in the selection process and won't be seen by those involved in the decision-making process but will enable the College to monitor the success of its Equality Policy.

Potential applicants are advised to discuss the position with the Domestic Bursar, Steve Evans, domestic.bursar@all-souls.ox.ac.uk or 01865 279332.

Interviews are expected to take place at All Souls College on: **Wednesday 4th February 2026.**

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).