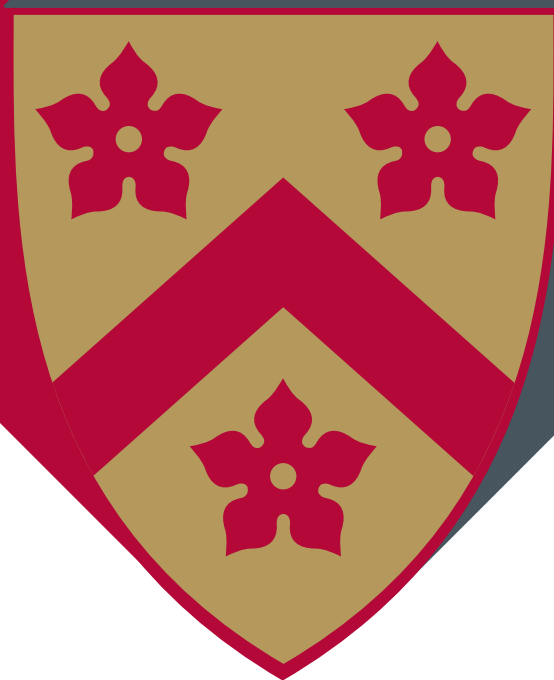


Candidate pack

Head of Hospitality



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

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

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 Head of Hospitality 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.



“

An excellent team working environment, everyone is immensely friendly and nice. People are willing to help even if it's not directly part of their remit.

Matt Kirk
Academic Administrator

“

The catering is top tier every time. Great variety and an exceptionally high standard.

Arjun Handa
Events Manager

“

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 achieve to high expectations.

Helen Green
Catering Manager



Head of Hospitality

Grade 7 (£39,424 - £47,779 pa with annual progression) 40 hours per week, including paid meal break plus excellent benefits.



About the Head of Hospitality role

All Souls is a distinctive and historic Oxford college, devoted to academic research and known for its strong sense of community and tradition. Hospitality plays an important role in College life, bringing Fellows, Visiting Fellows and guests together for daily dining, formal occasions and special events throughout the year.

The Head of Hospitality is a senior leadership role within the College, responsible for leading and developing front-of-house and hospitality services to the highest standard. Formerly known as the Head Butler, the role combines fine dining expertise with modern hospitality management, ensuring that service is both professional and welcoming, and always in keeping with the character of the College.

Reporting to the Manciple and working closely with the Head Chef, Events Manager and other Heads of Department, you will oversee a wide range of activity, from the daily life of the Fellows' Common Room to major ceremonial and black-tie events such as the Chichele Feast and Encaenia. You will play a visible role in College life, supporting Fellows and their guests while helping to shape the future of hospitality services at All Souls.

This is a hands-on and influential position for an experienced hospitality leader who is comfortable balancing tradition with change. The successful candidate will have the opportunity to raise standards, modernise service practices and invest in staff development, while respecting the values and academic culture of one of Oxford's most unique colleges.

What you will be doing

You will lead and develop the College's hospitality and front-of-house services, ensuring consistently high standards across formal dining, the Fellows' Common Room and a wide range of events. Working closely with the Manciple, Head Chef, Events Manager and other senior colleagues, you will help deliver a warm, professional and well-coordinated hospitality experience that supports the daily life of the College and its major occasions.

You will oversee fine dining and beverage service, including wine provision and cellar management, and take responsibility for service standards at events ranging from daily lunches to formal black-tie dinners, academic conferences, private functions and weddings. You will also ensure the careful management and safe-keeping of the College's silver collection.

As a senior manager, you will lead, train and support the hospitality team, investing in staff development and creating a positive, collaborative working culture. You will set clear expectations, review performance and ensure the team has the skills and confidence to deliver excellent service.

You will play a key role in reviewing and modernising hospitality processes, policies and procedures, introducing efficient and sustainable ways of working while respecting the traditions and character of the College. Health and safety, food hygiene and regulatory compliance will be central to your role, and you will ensure that appropriate training, systems and records are always in place.

This is a hands-on leadership role that balances operational delivery with longer-term improvement. You will be a visible presence in College, working closely with academic and professional colleagues to ensure hospitality services continue to meet the needs of a leading research institution.

What you will need

You will have significant experience in a senior hospitality or front-of-house role, with a strong background in fine dining or high-quality service environments. You will be confident in leading teams, raising standards and implementing service improvements, and you will bring a practical, solutions-focused approach to your work.

You will have a sound knowledge of wine service and cellar management, along with a good working understanding of food safety, hygiene and health and safety requirements within hospitality settings. Experience of managing service in a complex or tradition-rich environment would be an advantage, but is not essential.

You will be an approachable and people-focused manager, with a collaborative leadership style and a genuine commitment to training and development. Strong organisational skills, attention to detail and the ability to prioritise effectively will be essential, as will the judgement and sensitivity needed to lead change in an historic academic setting.

You will be professional, discreet and confident in working with a wide range of people, including Fellows, staff, guests and external suppliers. Clear communication skills and the ability to build positive working relationships will be key to your success in the role.

“ There is lots of opportunity to work on projects that provide a wider scope to develop your interests and skills. ”

Matt Kirk, Academic Administrator

How to apply

Applications for the Head of Hospitality role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by midnight on **Sunday 1st February 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).
- ✓ The names and contact details of two referees (whom we can contact with your consent if you are shortlisted (but normally only in the event you are offered the role) who have good knowledge of your work and character.
- ✓ The completed **Equality Monitoring questionnaire**. (This will play no part in the selection process and will not be seen by those involved in the decision-making process but will enable the College to monitor the success of its Equality Policy - See website.)

Interviews are expected to take place at All Souls College on **Monday, 16th February 2026**.

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

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](#).