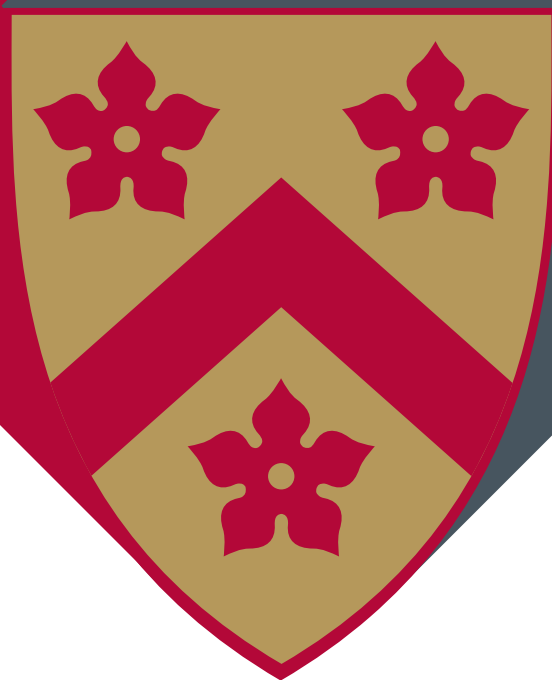


Candidate pack

Hospitality Manager



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

The heritage buildings and surroundings make All Souls a unique environment. There are also excellent modern facilities. The kitchen and dining area is very modern and impressive whilst retaining tradition.

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 Hospitality Manager 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.



“

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

“

The heritage buildings and surroundings make All Souls a unique environment. There are also excellent modern facilities. The kitchen and dining area is very modern and impressive whilst retaining tradition.

Arjun Handa
Events Manager

“

Days are generally varied and All Souls College supports us providing the initiative and trust to work to achieve high expectations.

Helen Green
Catering Manager



Hospitality Manager

Grade 6 (£36,689 - £45,212 pa with annual progression) 40 hours per week, including paid meal break and excellent benefits.



About the Hospitality Manager Role

The Hospitality Manager plays an important role within the College's Hospitality team, supporting the Head of Hospitality in delivering high-quality dining, events and catering services across the College. This hands-on role combines excellent hospitality with day-to-day operations and team leadership.

Working closely with colleagues across the College, the role oversees a varied programme of hospitality, from daily services to formal dinners, conferences, weddings and College events. You'll also manage and develop the Hospitality team, lead by example and help maintain consistently high standards of service.

This is an excellent opportunity for an experienced hospitality professional to develop their expertise in wine, fine dining and cellar management within a unique collegiate and heritage setting.

What you will be doing

You will support the Head of Hospitality with the smooth running of the department, helping to coordinate daily service and a varied programme of College hospitality. This includes formal dining, black tie dinners, College feasts, guest nights, conferences and seminars, private dinners and weddings, alongside routine breakfast, lunch and tea services.

A key part of the role will be leading and developing the Hospitality team, with responsibility for daily briefings, staff communication, rotas, training and performance. Working closely with Events, Housekeeping and the Kitchen team, you will help ensure the Hall, SCR and function rooms are prepared to a high standard and that Fellows, staff and guests receive a warm, welcoming and professional service.

The role also involves developing strong professional relationships with Fellows, including the Wine Steward and Steward of Common Room, and supporting the smooth running of Common Room services. Alongside the operational responsibilities, you will contribute to stocktaking, cellar management, meal and wine charging, holiday planning and the care, cleanliness and security of the College's silver collection.

With a visible, hands-on approach, you will lead by example at important College events, promote a positive and flexible team environment, and help ensure high standards of food safety, hygiene, health and safety and customer service are maintained.

What you will need

Essential

An experienced hospitality manager with a background in high-quality service environments and a strong track record of leading, managing and developing a team. A genuine commitment to delivering consistently high standards of service is essential, alongside a strong customer focus and a desire to continually improve the hospitality experience.

Excellent communication and interpersonal skills are important, with the ability to build positive and professional relationships with colleagues, Fellows and guests. An approachable and collaborative style, combined with the confidence to lead by example, will help the team deliver a consistently high standard of service.

Strong organisational skills and meticulous attention to detail are essential, together with the ability to remain calm under pressure, manage competing priorities and find practical solutions in a busy hospitality environment. A good understanding of stock control, catering and hospitality best practice, as well as food safety, hygiene and health and safety requirements, is also required.

A flexible and proactive approach will be important, alongside enthusiasm for developing deeper knowledge and expertise in wine, fine dining and cellar management.

Desirable

Knowledge and experience of wine service, fine dining and cellar management would be advantageous, alongside experience working within a collegiate, heritage or similarly complex hospitality environment.

Experience of budgeting and financial control, together with confidence using IT systems, particularly those relating to the battels process, would also be beneficial.



“ It is a highly regarded institution with a reputation for high quality. ”

Helen Green, Catering

How to apply

Applications for the Hospitality Manager role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by **midnight on Friday 16th October 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**.

For an informal chat about this position, please contact Sarah Goacher, Head of Hospitality sarah.goacher@all-souls.ox.ac.uk

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.



All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including disabled candidates. It should be noted that the post-holder will be required to move between and within buildings which are not equipped with lifts for routine use.

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.



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.