



## Westminster College Cambridge

Bursar and General Manager

April 2024

The Governors of Westminster College are seeking to appoint a Bursar and General Manager in leading support operations for Westminster College. The General Manager will take responsibility for running the safe operation of the College in support of furthering its strategic and operational aims as a Resource Centre for Learning for the United Reformed Church and as a high-quality venue for conferences and other events.

Westminster College in Cambridge is a place of learning and scholarship where ancient Christian traditions and wisdom meet contemporary questions to inspire faithfulness today and tomorrow. Westminster College is a home for initial ministerial training for the United Reformed Church and is open to others, from the United Reformed Church or other denominations, who wish to learn and discover, or are simply seeking refreshment, retreat and space to reflect and grow.

The College is housed in a beautiful, historic building opened in the heart of Cambridge in 1899 and extensively refurbished in 2014 with renewed facilities for further decades of service. The College welcomes visitors from across the world for study, reflection, or simply the opportunity to enjoy Cambridge.

Westminster College is a member of the Cambridge Theological Federation. On the Westminster campus, and sharing the opportunities for encounter, are other members of the Federation including the Woolf Institute promoting understanding between the Abrahamic faiths, the Faraday Institute of Science & Religion, the Cambridge Centre for Christianity Worldwide and the Eastern Region Ministry Course. A new agreement to house the Congregational Library at the College has just been announced. The offices of the Federation are also accommodated on the campus.

Alongside this core activity, Westminster College has a busy commercial side including Bed & Breakfast accommodation alongside Conferencing & Events. The College has 6 meeting rooms, 32 en-suite single bedrooms and 5 en-suite double bedrooms, a well-appointed dining hall, a professional kitchen, a chapel and 2 cottages available as rentable short-stay accommodation, and an art studio. The College is set in its own grounds, with a car park outside the city centre restricted traffic zone. There are currently 5 teaching staff and around 20 full- and part-time support staff working in the College; a new Principal joins them in July.

Salary: in the range £65,000 - £70,000 per annum. Contract: Permanent. Location: Madingley Road, Cambridge. Responsible to: The Principal of the College. Working Pattern: Full time.

For further particulars and application form please contact the Principal's PA [sh658@westminster.cam.ac.uk](mailto:sh658@westminster.cam.ac.uk)  
Westminster College, Madingley Road, Cambridge, CB3 0AA. T. 01223 330649

Completed applications should be sent to Principal's PA.

**CLOSING DATE FOR APPLICATIONS: Noon on Friday 17<sup>th</sup> May 2024**  
**INTERVIEWS: Thursday 6<sup>th</sup> and Friday 7<sup>th</sup> June 2024**