



CUDDESDON

5 April 2019

Dear Applicant

College Administrator / Events and Communications Administrator

Thank you for your interest in a post at Ripon College Cuddesdon.

Ripon College Cuddesdon is a leading Anglican theological college in the UK, training around 120 men and women for ordination in the Anglican Church through a range of residential and non-residential courses. Established in 1854 with a long history of past students holding the highest offices in the Church of England, the College has constantly been at the forefront of theological education. It remains today a contemporary, confident and thriving place of learning, as well as being a vibrant and stimulating community in which to live and work.

At this time we are looking to appoint two full time posts:

- A College Administrator to be responsible for providing an efficient and effective administration service, including general reception and office duties, financial administration and course related administration, and
- An Events and Communications Administrator to be responsible for managing the conference, events and guest stay business within the College.

Please find attached the:

- Job descriptions and person specification for the posts
- Application form
- Equal opportunities policy and form – please complete and return the form with your application

If you would like to be considered for either position please complete the application form, within which you should set out your reasons for applying for the role and demonstrating how your aptitudes, enthusiasms, experience and qualifications match with the Job Description and Person Specification. Please state clearly which position you are applying for.

Your completed application form should be sent to: Michael Hunt, Bursar, Ripon College Cuddesdon, Oxford OX44 9EX (michael.hunt@rcc.ac.uk) to arrive not later than **Friday 10th May 2019**. Interviews will be held at Cuddesdon in the week commencing **20th May 2019**.

Yours sincerely,

Michael Hunt
Bursar