



Candidate Information

Bursar

The Burn, Edzell, Scotland

Closing date for applications: Friday, 24 November 2023, 09.00 GMT



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DIRECTOR'S WELCOME

A warm welcome from The Burn, a delightful country house academic retreat and events venue located on a 200-acre estate near Edzell in north-east Scotland. The Burn is owned by Goodenough College, a renowned educational charity and residential community for international postgraduate students in Bloomsbury, London.

The Burn estate, including mansion house, courtyard buildings and four cottages, was gifted to Goodenough College in 1949 by Mr and Mrs George Herbert Russell, in memory of their son James who was killed in action during the Second World War. The Russell's vision was that students – Goodenough College's international students and students at Scottish universities, in particular – should benefit from the estate's beauty and tranquillity to promote their studies and build networks of friendship and collaboration.

When academic groups book The Burn as a study retreat, they are engaging with a unique charitable venture. The Russell family chose Goodenough College because their vision and ours closely aligned. The College provides a stimulating, inclusive and mutually supportive residential community in the heart of London where exceptional international postgraduate students from across the world exchange ideas, debate values and form lasting friendships. The same opportunities and engagement characterise every academic retreat at The Burn.

Over the decades, The Burn has developed a notable reputation for hosting academic reading parties, study groups and guests from across the world. Regular visitors include students and staff from British and European universities, the United States and South Africa. The Burn provides versatile and comfortable function rooms, good food, reliable wi-fi and a relaxing home-from-home where they can focus on achieving their goals.

It is a treasured part of Goodenough College's estate and we organise regular study retreats and short breaks there for Goodenough's students and alumni, helping to broaden their knowledge of the UK, whilst building The Burn's network of support in the UK and overseas.

With the impending retirement of The Burn's inspirational Bursar after 12 years in the role, we are seeking a new Bursar to take on lead responsibility in managing and developing this unique enterprise. We are looking for someone to take charge of a small but multi-faceted estate; grow and nurture The Burn as an academic retreat; create a sustainable business model to ensure the success of a wider events business; develop and execute The Burn's strategic vision in line with the College's charitable mission; and work closely with The Burn's dedicated team of staff to ensure guests have an enjoyable, memorable and productive stay.

The successful applicant is likely to have extensive working knowledge of strategic and operational estate and people management; experience of the hospitality and/or academic sectors; and be looking for a substantial, self-starting leadership role to build on their already strong track record.

If you believe that you are the person to take on this challenging and rewarding role, spearheading the move to a strong, sustainable future for The Burn estate, I hope you will decide to apply.

Warm regards,

Alice Walpole

Director, Goodenough College

ABOUT THE BURN

The Burn offers a welcoming environment for all types of academic seminars, workshops and study retreats, for team-building experiences or as a rehearsal venue.

At the heart of the property is a traditional Georgian mansion house dating from 1796, full of period charm and original architectural features. It accommodates up to 45 overnight guests.

For larger groups, we provide additional accommodation in the adjacent Courtyard House and in the North and South gate lodges, permitting 65 guests at full capacity. There is ample indoor and outdoor space for team activities and the meeting rooms and breakout areas each accommodate gatherings of up to 40. Most bookings are for the whole venue, but the three smaller properties are available on a self-catering basis for small groups and holiday visitors.

Communal meals are at the heart of The Burn experience and the venue specialises in offering tailored packages with full-board catering – adjusted to suit the size, requirements and interests of individual groups. The chef and in-house catering team provide breakfast, lunch, afternoon tea and a two-course dinner (with meals prepared at set times to a menu agreed with guests in advance). There is a licensed bar, which opens up onto the garden, providing a space for relaxation and discussion. Bedrooms are warm, comfortable and traditional, with tea- and coffee-making facilities and views of the Mansion House's well-tended grounds.

As a traditional country house, rather than a luxury hotel, The Burn retains the features that made it a home, including shared (two-, three- or four-bed) bedrooms and bathrooms. For smaller groups, single rooms are provided for academic staff, faculty members and guests with special needs.

As well as promoting a productive workshop environment, The Burn also offers a wide range of leisure activities. The Burn's team organises formal candle-lit dinners, cream teas, ceilidh dancing, music and other group activities. The Mansion House offers a well-stocked games room alongside a tennis court, putting green and croquet lawn outside.

The Burn's 200-acre estate, a mixture of woodland, pasture and beautifully maintained parkland, includes the famous 'Blue Door' walk along the spectacular Gannochy Gorge, pathways through magnificent ancient woodlands and opportunities to enjoy fishing for salmon on the North Esk river. Further afield, guests enjoy exploring the Cairngorms National Park; climbing Mount Keen; fishing or kayaking on the North Esk river; walking and cycling or spending time exploring some of the many castles, whisky distilleries, museums and golf courses within easy reach.

Further information

More information about The Burn is available at www.theburn.co.uk and in our [brochure](#).

For more information on Goodenough College see: www.goodenough.ac.uk

THE ROLE OF THE BURSAR

The Burn's Bursar leads a small team that manages and nurtures The Burn's physical estate, while developing and delivering an events and venue-hire business that primarily hosts academic groups. The Bursar will grow The Burn as an academic retreat, creating a sustainable business model to take the estate securely forward into the coming decades.

The Bursar is also a member of Goodenough College's Executive team and will contribute to senior decision-taking on many aspects of College business; as well as providing regular advice on all aspects of the strategic direction of The Burn to the College's Board of Trustees and the Burn Committee, a Board sub-committee which formulates policy and provides direction on day-to-day management and sustainable operations.

This is a wide-ranging and strategic role that will spearhead the shaping of The Burn's future. Key specific responsibilities are listed below; although the new Bursar will also be invited to shape their own role to achieve maximum impact.

Job description

Job Title:	Bursar of The Burn
Reporting to:	College Director
Internal Stakeholders:	Board of Trustees, Burn Committee, College Executive team
Direct Reports:	House Manager, Catering Manager (Head Chef) and Estate Manager
External Contacts:	Burn Committee members, Goodenough College members, university representatives, consumers, and customers; local authorities and Government agencies; contractors and suppliers

Duties
<p>General</p> <ul style="list-style-type: none"> • Work closely with the College Director, College Executive team and The Burn Committee to develop The Burn as a sustainable academic retreat and event venue, in line with its charitable objectives. <p>Customer Service</p> <ul style="list-style-type: none"> • Lead a team of committed staff to provide a full hospitality service for residential and non-residential guests, including short-term accommodation, catering, conference facilities and social amenities in an attractive rural setting. • Provide the highest standards of customer care and create a friendly and supportive environment for visitors. • Control all aspects of business administration - enquiries, bookings, deposit payments, planning, liaison, delivery and invoicing. Become directly engaged to strengthen bonds with user groups and encourage repeat business. <p>Marketing and Income Generation</p> <ul style="list-style-type: none"> • Maximise the potential to increase our academic retreat market share through all marketing means available. • Develop new markets, both educational and commercial, within Scotland, the UK and internationally.

- Ensure that The Burn plays its part in the local and wider Scottish community by hosting appropriate events and providing neighbourly support when required.

Estates and Facilities Management

- Manage the maintenance and development of The Burn estate and its infrastructure to satisfy the business need whilst preserving numerous historic features of a listed and protected environment.
- Successfully implement maintenance policies to ensure compliance with statutory and safety legislation.
- Monitor the day-to-day standard of catering, cleaning and maintenance activity within The Burn.

Finance and Administration

- Manage the finances of The Burn, including budget preparation, based on key performance data, routine management accounting, financial controls and reporting.
- Develop financial plans to deliver long-term sustainability for The Burn.
- Manage and develop an effective staff team to operate with pride and maintain the highest standards.
- Provide effective direction and control through duty schedules, rotas and reports to ensure that The Burn is running effectively and efficiently at all times.



THE PERSON

This is an unusual role that demands an unusual person. Relevant experience in estate management and in hosting, hospitality and events management are, of course, important but so, too, is a can-do, flexible approach, a strategic mindset and the intellectual curiosity to engage with the exceptional individuals visiting The Burn.

The successful candidate will have personal authority and credibility, able to demonstrate most, if not all, of the following competences and experience:

Qualities and Experience

Skills

- Excellent communicator with sound judgement.
- People-focused with the ability to deal with articulate and demanding customers from diverse cultural backgrounds.
- The capacity to develop strong working relationships with colleagues, customers and Committee members.
- Responsive, analytical and a 'hands-on' approach to problem solving.
- IT literate.

Experience

- Extensive leadership and managerial experience at a senior level.
- A sound understanding of marketing and customer relations.
- Experience of hotel management (or similar) and its demands; working knowledge of property management systems desirable.
- Facilities management experience, including responsibility for compliance with statutory legislation.
- Financial and budget management with a good working knowledge of P&L and performance tracking.

Personal Attributes

- Self-motivated and well organised with an eye for detail.
- Committed to continuous improvement.
- Committed to total involvement in the life and ethos of The Burn.

Qualifications

- Degree, or equivalent experience, in a relevant discipline.

TERMS AND CONDITIONS

Salary: In the region of £65,000.

Notice period: Three months (after satisfactory completion of an initial six-month probationary period, during which notice will be one month by either side).

Goodenough College Executive Team: Standard Terms and Conditions

Contractual

- Normal working hours 9.00am to 5.00pm, Monday to Friday.
- 30 days' Annual Leave, plus two extra days awarded at Christmas and a half-day on Maundy Thursday.
- Pension scheme with employer contribution 10% of salary.
- Accommodation provided in the form of a four-bedroom house (with an attractive private garden) on the estate.

Non-contractual

- Half-hour early finish on Friday, work permitting.
- Opportunity to work from home up to one day a week (subject to business need, individual role responsibilities and the need for staff cover).
- Food and (non-alcoholic) drinks during working hours.
- Optional Medicash scheme. (Staff joining the scheme will incur an annual income-tax liability.)
- Optional private medical scheme. (Staff joining the scheme will incur an annual income-tax liability.)
- Death in Service (4 x salary) and Income Protection scheme. (Neither of these benefits incur a tax liability.)
- Discounted stays at the College's Hotel (*The Goodenough Hotel, London*)



HOW TO APPLY

Interested individuals are warmly invited to contact David Turner, the current Bursar (on 01356 648281 or at david.turner@goodenough.ac.uk), to discuss the role and to arrange to visit The Burn in person before submitting their application.

Please apply by email to: david.turner@goodenough.ac.uk.

Applications should comprise a detailed CV, giving full career details, achievements and qualifications, together with a short covering letter which explains your interest in the role, and highlights what might make you stand out as a strong candidate.

The closing date for applications will be **Friday, 24 November 2023** (09.00 UK time).

We reserve the right to open discussions with well-qualified applicants ahead of the closing date, so there may be advantage in applying before the end of the response window. We also reserve the right to engage with additional candidates after the closing date, should this be necessary to ensure a strong candidate field.

After the closing date, all candidates will be informed by email or phone of the outcome of their applications. Candidates who most closely match the requirement will be invited for interview. These interviews will be held at The Burn in the week commencing **4 December 2023**.

Equal Opportunities

Goodenough College and The Burn are committed to, and proud of, their equality of opportunity and diversity in employment.

A disability or health problem does not preclude full consideration for the job, as any reasonable adjustments to the role will be explored. This information may need to be shared with the recruitment panel in order for them to consider any such adjustments. Please inform us in your application what arrangements you might need in employment or in attending for interview.

Right to Work in the United Kingdom

Candidates will be required to provide proof of an existing right to work in the UK.
