

RESIDENTIAL LIFE AND EVENTS MANAGER

Job Title:	Residential Life and Events Manager
Reporting To:	CFO; and Head of Student Life
Salary:	as per Trans-European Division denominational scale
Employment Type:	Permanent; Full Time (38.5 Hours per week)

About the Role

We are seeking an experienced and passionate individual to serve as Residential Life & Events Manager, a blended post that plays a central role in the life and sustainability of Newbold College.

The ideal candidate will bring proven experience in event coordination or hospitality, along with a background in pastoral care, mentoring, or student support in an educational or community setting.

The postholder will be responsible for providing Residential Life Support within Student Life, overseeing the halls of residence and supporting the welfare of mainly female students. The postholder will also play a key role in leading Events and Hospitality, by taking full ownership of the College's events, both external and internal, from generating income to handling guest bookings and managing client relationships.

Main Responsibilities

1. To provide support to students, with particular responsibility for female students, including guidance, referral to counselling and wellbeing signposting.
2. To manage the Halls of Residence, responding to out-of-hours residential matters as required.
3. To act as a safeguarding liaison, making appropriate referrals in line with College policy.
4. To maintain familiarity with and contribute to key Student Life policies.
5. To act as the primary client contact for events from enquiry to post-event follow-up.
6. To manage guest accommodation bookings, hospitality spaces and evening/weekend hospitality arrangements.
7. To take proactive ownership of income generation from College facilities and events, building client relationships and identifying new opportunities aligned to the College's mission.
8. To prepare quotations, contracts and invoices, and monitor event budgets and expenditure in consultation with the CFO.
9. To coordinate staff, volunteers and student helpers during events.
10. Any other duties as may reasonably be required by the Senior Leadership Team.

Essential Criteria

- Ability and willingness to live on campus as required by the role
- Proven experience in event coordination, hospitality management, or a closely related field
- Formal qualification in Event Management, Hospitality, Business Administration, or equivalent
- Experience managing client relationships and delivering high-quality customer

- service
- Demonstrated ability to manage multiple bookings or events simultaneously
- Experience of pastoral, mentoring, or welfare support in an educational or community setting
- Enhanced DBS clearance (or willingness to obtain)
- Ability to work evenings and weekends as required

Desirable Criteria

- Experience in a residential life, student life, or similar pastoral role
- Experience managing conferences, retreats, or large-scale events
- Experience working in an educational, faith-based, or institutional setting
- Knowledge of budget monitoring and basic financial processes
- Marketing or promotional experience (social media, print, digital)

Right to Work

All applicants must have the right to live and work in the United Kingdom. Applicants will normally be expected to live within reasonable commuting distance of the College.

Accessibility and Reasonable Adjustments

We are committed to making our recruitment process as accessible as possible. If you have a disability or require any reasonable adjustments to be made at any stage of the application or interview process, please contact us and we will be happy to discuss how we can support you.

How to Apply:

To apply for this position, please submit the following documents to Miss Onicah Singo at **hr@newbold.ac.uk**:

1. A covering letter, clearly addressing how you meet the selection criteria
2. A current curriculum vitae (CV), including details of relevant qualifications and experience

Closing date: **Wednesday 2 September 2026, 17:30pm**