

Head of Estates

Candidate Information Pack





Letter from the Director of College Services

Dear Prospective Candidate,

Thank you for your interest in the position of Head of Estates at Christ's College. I am delighted that you are considering joining our community. Once you have read this material, I hope that you will be inspired to apply.

Christ's is entering an exciting period of development, with several major projects underway including the New Library and Catering upgrades, a potential District Heating System, and an ambitious carbon reduction plan. These projects reflect our commitment to sustainability, innovation, and the long-term stewardship of the College's historic estate.

You will find a welcoming and energetic community here, where collaboration and creativity thrive. If you are entrepreneurial, forward-thinking and passionate about shaping the future of our built environment, we would be delighted to hear from you. From my own experience of working at Christ's, I can promise that you will find both challenge and reward in equal measure—and a warm welcome from colleagues across College.

Yours sincerely,

Martin Spooner

Director of College Services

Key Dates

- Application Deadline —
9 January 2026, 12 noon
- Interviews —
Thursday 22 January 2026

Values and Mission

Our mission is to encourage adventurous thinking and scholarship in and across all disciplines thereby furthering the University's mission of contributing to society through the pursuit of education and research at the highest levels.

We are committed to enabling all our students to achieve their full potential, both in academic study and in the broad range of cultural and sporting activities available.

We take great pride in the community that has been created here. We are a diverse and inclusive College and are committed to supporting students of all educational and social backgrounds.

Of our UK entrants, 78% are state-school educated – higher than the University average – and 20% from areas in the lowest three deciles of the Index of Multiple Deprivation; both these figures are records and attest to the significant efforts that the College has made in outreach and offer-holder support in recent years.

The drop-out rate among the College's undergraduates is extremely low compared to the national average. Much of this is because of the community here – the provision of pastoral care, particularly by the tutors, and the attention paid to teaching in small groups ensure that students who need specialist support (financial, medical, emotional, or mental health) are directed to it quickly.

For further information about us, please visit www.christs.cam.ac.uk



About Us

Founded in 1505, Christ's College is one of the 31 constituent Colleges of the University of Cambridge, distinguished for its academic excellence and its beautiful, historic setting at the heart of the city. Distinctive amongst the Cambridge Colleges, we are small enough to be friendly and personal, yet large enough to welcome staff and students from over 60 countries – everyone is able to find others with interests to match their own.

The College community comprises around 450 undergraduates, 250 postgraduates, 90 Fellows and over 150 staff across operational and academic departments.

Not all colleges have the advantages that Christ's offers in terms of community. We admit about 120 undergraduates and 100 postgraduates a year which means that students know many people by name and most by sight. The fact that all undergraduates and much of the postgraduate community live on site or close by further strengthens the sense that Christ's is a real, living community that is neither claustrophobically small nor intimidatingly large.

With extensive academic, pastoral and administrative support from the College and strong welfare support from fellow students, students feel at home here very quickly.

Christ's location and buildings are an integral part of this sense of community. Right in the middle of Cambridge but nestled behind high walls, you hardly know that you are in the city centre. Christ's stretches back from its beautiful medieval First Court back through its majestic Second Court, with the justly famous Fellows' Building and Garden, into the late Victorian Third Court and finally to the modernity of New Court and Yusuf Hamied Court. Christ's large space means that, unlike many other old colleges, we can accommodate the vast majority of our students on site.

Christ's has an ambitious programme of estate development, decarbonisation and refurbishment. The College is a living heritage site, home to listed buildings of national importance alongside modern accommodation and facilities that support the needs of today's students, staff and visitors.

Outside of academic term times, the College operates commercially, hosting conferences, events, summer schools and a Bed and Breakfast operation. As such, unusually, many of our buildings are continuously occupied throughout the calendar year.



The Position

The Head of Estates will play a pivotal role in shaping and delivering Christ's College Estates strategy and key programmes, ensuring the College's buildings and environment remain exemplary, functional, and future-ready.

The post will appeal to those interested in managing a diverse estate with modern and listed buildings, capital projects and technical compliance in a beautiful setting. This is an outstanding opportunity to work in one of Cambridge's most beautiful Colleges with a forward-looking agenda that balances tradition with innovation.



The College Estate and Strategic Projects

The College's estate comprises its historic main site, including Grade I and II listed buildings, the Master's Lodge, student accommodation, and formal gardens, together with 23 hostels, 26 student flats and 6 academic staff flats elsewhere in Cambridge.

The Estates strategy is focused on three key programmes:

New Library+ Project (£30 million)

A transformational new library and study centre — combining historic restoration and state-of-the-art sustainability, scheduled for completion in 2028. This includes a comprehensive refurbishment of the kitchen (including electrification) and Upper Hall (student cafeteria).

Ongoing Refurbishment Programme (£5 million annually)

Rolling refurbishment of student hostels, kitchens, and communal areas, including energy-efficient systems, accessibility improvements, and heritage-sensitive restoration.

Maintenance and Decarbonisation

Progressive modernisation of mechanical and electrical infrastructure, including heat pump deployment, carbon monitoring, and exploration of a potential district heat network within the city as a long-term decarbonisation solution for the domus estate.





The Purpose of the Job

The Head of Estates provides strategic and operational leadership for all aspects of the College's built environment. This includes:

- Delivering the capital development programme (including the £30m Library+ project).
- Overseeing an annual refurbishment and maintenance programme of c. £5m.
- Leading the College's sustainability and decarbonisation objectives.
- Managing and developing the in-house maintenance team.
- Responsibility for utility contracts, meter readings and contract administration (note the negotiations for utilities are done centrally for the collegiate university).
- Acting as the College's professional client representative, ensuring all projects meet safety, quality, and value-for-money standards.

Key Relationships

- Reports to: Director of College Services (Domestic Bursar)
- Responsible for: Deputy Maintenance Manager, Maintenance Team currently comprising of six staff members (Electricians, Plumbers/Heating Engineers and Carpenters), External Consultants and Contractors
- Key Relationships: Director of College Services, Bursar, Estates Committee Chair and Members, Heads of Department

Main Duties and Responsibilities

Strategy Leadership

- Act as Client Representative for the Library+ Project, ensuring coordination between architects, consultants and College stakeholders.
- Oversee all major works including hostel refurbishments, kitchens and infrastructure upgrades.
- Ensure compliance with CDM regulations and planning/listed building consents.

Capital Projects

- Develop and implement a 10-year Estates Strategy aligned with the College's Masterplan and Carbon Reduction Plan.
- Provide professional advice to the Director of College Services, Bursar, Estates Committee and Finance Committee on capital planning and maintenance priorities.
- Lead the Estates contribution to the College's environmental and net-zero commitments.





Main Duties and Responsibilities (cont.)

Maintenance Management

- Line-manage the Deputy Maintenance Manager and oversee the maintenance team.
- Ensure effective Planned Preventative Maintenance (PPM) across the estate.
- Manage reactive works and emergency response.
- Maintain accurate asset registers, drawings, and statutory records.

Financial and Contract Management

- Prepare and manage Estates budgets, ensuring accurate forecasting and cost control.
- Prepare and manage tender documentation and JCT contracts for refurbishment and capital projects, ensuring compliance with College procurement policy and statutory requirements.
- Report regularly to the Director of College Services, the Bursar and Committees on expenditure and programme delivery.
- Act as client for our commercial property portfolio in Cambridge, managed by our external property managers.

Compliance, Health and Safety, and Risk

- Maintain full compliance with statutory regulations including CDM, H&S, Fire, Asbestos, and Legionella.
- Attend or Chair (in the absence of the Director of College Services) the Health & Safety Committee, Fire Safety Subcommittee, and Project Steering Groups.
- Keep abreast of developments in construction and regulatory standards.

Sustainability and Energy Management

- Lead decarbonisation planning across the estate, including energy audits and renewable installations.
- Drive energy efficiency, biodiversity, and waste reduction initiatives.
- Contribute to the College's Environmental Policy and annual sustainability reporting.

Team and Leadership

- Provide inspirational leadership and professional development for the maintenance team.
- Promote collaborative working across departments (Housekeeping, Catering, Gardens, etc.).
- Foster a culture of safety, respect, and continuous improvement.

Other

- Take part in the College's appraisal scheme and to undertake training as required.
- Comply fully with all the College's policies including health and safety, equality of opportunity and data protection.
- Undertake any other reasonable request or duties commensurate with this post. The post-holder may be asked to take on different tasks as required, and all employees are expected to work collaboratively to support the overall work of the College.



This job description may be reviewed in conjunction with the post holder and in the light of changes within the College.



Person Specification

Essential

- Degree or professional qualification in Building Surveying, Construction, or related discipline (RICS, CIOB, CIBSE, or IWFM membership)
- Proven track record managing major capital projects (£5m+), experience in heritage and listed building environments
- Strong understanding of M&E systems, sustainability, and decarbonisation (Passivhaus / BREEAM / WELL accreditation awareness)
- Experience leading maintenance teams in a complex estate
- Excellent budget management and procurement skills
- Excellent communication, leadership, and stakeholder management

Desirable

- Experience in higher education or charitable sector
- NEBOSH / IOSH certification
- CAD / BIM proficiency

Personal Attributes

- Strategic, proactive, and detail focused
- Empathetic leader with strong influencing skills
- Committed to sustainability, teamwork, and heritage preservation

Application Details

Please apply by submitting a copy of your Curriculum Vitae (CV) and a Covering Letter highlighting your suitability for the position, by 12 noon on **9 January 2026** by email to: jobs@christs.cam.ac.uk

For an informal conversation prior to applying to this role, please get in touch with Mickey Piper on mickey.piper@morganhunt.com or 0207 4198959/07488 264416

It is anticipated that interviews will be held at Christ's College on **Thursday 22 January 2026**.

Christ's College is an equal opportunities employer and welcomes diversity amongst its students, staff, Fellows and visitors, recognising the particular contributions to the achievement of the College's mission that can be made by individuals from a wide range of backgrounds and experiences.

[Equal Opportunities Policy Statement | Christs College Cambridge](#)



Terms and Conditions

Salary:	Competitive salary in the region of £65,000 per annum – flexibility for strongly qualified and experienced candidates.
Hours:	This role is being advertised as a full-time post (36.5 hours per week).
Tenure:	This post is offered as a permanent contract. Notice period is three months on either side upon satisfactory completion of the nine month probationary period.
Holidays:	33 days annual leave (including public holidays)
Pension Scheme:	The College offers membership of the Aviva Pension Scheme, a defined contribution pension scheme. The College offers 6% minimum employer contribution and 12% maximum employer contribution.
Other Benefits:	<p>A health care cash plan funded by the College (allowing you to claim money for routine medical treatments including but not limited to dental, optical, physiotherapist and chiropractic appointments).</p> <p>Employee Assistance Programme.</p> <p>Cycle to Work Scheme.</p> <p>A free meal when on duty in College.</p> <p>Training and professional development support.</p> <p>Facilities on-site include a College gym, a squash court, multi-faith prayer room, outdoor swimming pool and limited parking.</p>





CHRIST'S COLLEGE

UNIVERSITY OF CAMBRIDGE