

**THE NATIONAL CHURCH INSTITUTIONS**  
**MANAGING EMPLOYER: THE ARCHBISHOP OF YORK**  
**in their Corporate Capacity**

**Job Description**

<b>JOB TITLE:</b>	Diocesan Chaplain
<b>GRADE:</b>	Salary equivalent to Incumbent's Stipend, with accommodation provided
<b>LOCATION:</b>	Bishopthorpe Palace, and also at the Bishop of Selby's office and the Diocesan Offices, as necessary.
<b>ACCOUNTABLE TO:</b>	The Bishop of Selby
<b>KEY RELATIONSHIPS:</b>	The Bishop of Selby, The Archbishop of York, The Bishop of Hull, The Bishop of Whitby, Archdeacons, the York Diocesan Secretary and Chief Executive, the Provincial and Diocesan Registrar, the Diocesan Safeguarding Adviser, The Provincial Chaplain to the Archbishop of York, the Bishop of Selby's PA, the Dean of York Minster, the Diocesan Director of Mission and Ministry and the Precentor of York Minster.

## MAIN AREAS OF RESPONSIBILITY:

To provide appropriate support for the ministry of the Archbishop, the Dioceses Commission have identified the need to enhance the role of one of the Suffragan Sees to take more responsibility for the oversight on a day to day basis of the Diocese. The Archbishop of York will continue to be the Ordinary and hold oversight and responsibility for the whole mission and ministry of the diocese, its discipline and jurisdiction in particular. The Bishop of Selby provides leadership for the Diocese, particularly in shaping and delivering the Diocesan strategy, supporting the central services and structures of the Diocese and chairing meetings, including the York Diocesan Leadership Team (YDLT). The Bishop of Hull is Lead Bishop for Evangelism and Discipleship. The Bishop of Whitby is Lead Bishop for Growing Younger and More Diverse. Each has delegated responsibilities for the Archdeaconry they serve. The Bishops and leadership team of the York Diocese intend to work creatively and collaboratively.

The Diocesan Chaplain will work chiefly and primarily with the Bishop of Selby, who will be their line manager, and will be based mainly at Bishopthorpe Palace, working collaboratively with the Chaplain to the Archbishop of York (the Provincial Chaplain).

The Diocesan Chaplain will also work at the Diocesan Offices, supporting the Bishop of Selby in the bishop's lead responsibility for the central services of the York Diocese, for some diocesan meetings and

for the development of its strategy, The Diocesan Chaplain will also support the Bishops of Hull and Whitby in their strategic responsibilities, as appropriate and as directed by the Bishop of Selby.

The role requires someone with clarity of thought, ability to work on complex issues with tact and diplomacy, an eye for detail as well as an appreciation of wider issues, excellent administrative and interpersonal skills and the capacity to manage and prioritize their workload according to the Bishop of Selby's (hereafter referred to as the Bishop) requirements.

The Diocesan Chaplain will work closely with the other members of YDLT, acting as both a conduit between them and as administrative support to the leadership team. The Diocesan Chaplain will advise and be a sounding board, enabling all the Bishops to work collaboratively.

## SPECIFIC DUTIES:

### Diocese of York

1. Liturgical and Spiritual Support:
  - Prepare the Bishop's orders of service where necessary and check draft orders prepared by parishes
  - Liaise with the Dean and the Precentor in relation to services in the Cathedral and with parochial clergy in relation to services at which the Bishop will preside in parish churches and chapels;
2. Pastoral and Administrative Support:
  - Act as the Bishop's representative at events and meetings in the Diocese as required;
  - Be the Bishop's contact person for Diocesan Boards, Committees and other task groups;
  - Liaise with those hosting/running events regarding the Bishop's input, and any pastoral and liturgical issues;
  - Secretary to the York Diocesan Leadership Team (YDLT) meetings:
    - Help prepare the agenda with the Bishop of Selby who chairs the meetings;
    - Distribute the agenda and meeting notes;
    - Attend, contribute and take the notes, monitoring the decisions made in meetings and following up on actions where appropriate;
  - Attend Archbishop's Council and Diocesan Synod and provide support as necessary.
  - CCSLs: Working in collaboration with the Provincial Chaplain, to prepare CCSLs and provision of 'safe to receive' assurances, when York Diocese clergy are on the move.
  - Ensure the Bishops are well briefed for events within the Diocese;
  - Be present at the Diocesan office on a regular basis in order to foster good relationships
  - Work with Diocesan colleagues (both at the Diocesan office and in the Bishops and Archdeacon's offices) in administrating and overseeing Diocesan ministerial appointments and licenses, including liturgical matters;
  - Diocesan ordinations: work with the Diocesan Director of Ordinands, Director of Mission and Ministry, and the Minster as required to ensure the smooth running of ordination retreats and the ordination service, liaising with the Provincial Chaplain as necessary;
  - Oversee the process for Diocesan nominations for Royal Maundy Money in collaboration with the Bishops;
  - Be part of the college of Clergy of the diocese, knowing them individually and forging good

relations;

- Preach and preside at services around the Diocese as invited.

### 3. Safeguarding:

Working collaboratively with the Provincial Chaplain:

- Act as a Member of Diocesan Safeguarding Operational Group (DSOG);
- Liaise with the DSA as necessary, ensuring Clergy comply with procedures, responding appropriately to any disclosures and to anything discovered in files;
- Membership and occasional chairing of Core Groups.

## Other areas of responsibility

- Support for the Bishop in their pastoral ministry;
- Accompany the Bishop to events and services as required, driving if needed;
- Participate in the Crozier network of Bishops' Chaplains;
- Other duties, commensurate with the role, as required..

## PERSONAL SPECIFICATION:

### Selection Criteria

The Person Specification gives criteria which will enable us to shortlist in a fair and unbiased way and select a preferred candidate at interview.

In the "Administrative and management ability" section, where "experience" is requested, this is a desirable criteria, but the aptitude related to that experience is essential.

The person appointed will:

### *Spiritual and personal maturity*

- Be an ordained priest in the Church of England or Church in full Communion with it, designated at selection as Incumbent Status/Stipendiary who has satisfactorily completed IME1-7 or been satisfactorily assessed to move to a post of independent responsibility.
- Be spiritually motivated and have a strong and secure faith in God based on prayer and theological study
- Be liturgically competent and sensitive.
- Have a lively intellect and readiness to reflect theologically.
- Be able to maintain high levels of confidentiality and impartiality.
- Be resilient, dependable and good humoured under pressure.
- Be capable of robust engagement and debate in coming to collegial decisions and commitment to implementing and supporting decisions.
- Demonstrate personal loyalty to colleagues.

### *Administrative and management ability*

- Have a focused and disciplined approach to work with the ability to prioritise tasks and work to deadlines.
- Have proven administrative and drafting skills, capable of accurate attention to detail.
- Be computer literate (MS Office, databases) and have the vision to use IT to improve systems and efficiency: someone who is at home in the digital world and sufficiently used to working effectively and securely with cloud based information sharing.
- Be adaptable, flexible and able to prioritise and meet a broad set of demands and deadlines.
- Have experience of research and providing written or oral briefings.
- Have experience of developing and ensuring others implement processes or administrative systems.
- Have experience of participating in recruitment or other HR processes within or beyond the Church.
- Have knowledge and experience of working within safeguarding policies and framework and be able to respond to issues diplomatically and pastorally.
- Have experience of supporting a leader or senior manager.
- Have experience of acting as a secretary or facilitator to teams/committees/meetings.

### *Interpersonal and relationship skills*

- Be approachable and personable with professional social skills.
- Be a collaborative person and a cohesive influence within their teams.
- Be an active listener who reads situations well and expresses an interest in and care for others.
- Be able to communicate clearly and articulately one-to-one and in groups.
- Have emotional intelligence, the ability to identify and assess their own and others' emotions and demonstrate self-control.

### *Other Personal Attributes*

- Leading by example, demonstrating enthusiastic commitment to the ministry and priorities of the Archbishop and the Church of England, and an understanding that the purpose of working for the Archbishop in this role is to serve the Kingdom of God.
- Possessing a high level of personal credibility and a natural authority, a person who engages and commands the confidence and respect of others quickly.
- A natural alliance builder with a flexible approach to working with other groups and organisations and to sharing resources and information.
- Strong personal commitment to equalities and diversity in employment and service delivery, with a caring and respectful attitude to staff.
- A positive team member who contributes, supports and leads as the situation requires, in order to maximise the effectiveness of the team's work.
- Willingness and availability to work outside normal office hours where appropriate and necessary, including weekends, on occasion.
- This role may require some national and international travel, occasionally to higher risk locations. All travel for the Archbishop and his team, is undertaken on the most cost-effective basis possible.

- This role may require some driving and a driving licence will therefore be required.

### *Circumstances:*

Whilst we are committed to wellbeing and work/life balance, a willingness and availability to work outside normal office hours including weekends and bank holidays is required on occasion.

### *General Conditions*

A comprehensive and supportive induction programme will be put in place for the post holder to ensure that they have all the information, access and contacts required to quickly acclimatise and excel in this role.

There is a national Bishop's Chaplains' network which provides peer support.

### **Standards of Behaviour and Conduct**

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

### **Health and Safety Responsibilities**

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not to endanger themselves or others and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. And therefore:

- to read and understand and abide by the health and safety policy;
- to make themselves familiar with accident and emergency procedures on their site;
- to make themselves familiar with the findings of any risk assessments which might affect them;
- to inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- to set a good personal example in respect of health and safety.

### **Confidentiality**

Staff must not pass on to unauthorised persons, any information obtained in the course of their duties without the permission of their manager.

### *Terms of Employment*

#### **Remuneration**

Salary will be equivalent to an incumbent status stipend in the Diocese of York, currently £30,390 per annum.

#### **Pension**

Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB14 scheme. In addition to the employer age-related contribution, the employer also matches the employee contributions in whole percentages up to 3%. Employees enrolled into PB2014 will be automatically enrolled to contribute 3% of their pensionable salary. The employee can choose to increase or decrease their contribution at any time.

**Accommodation**

You will be required to occupy the rent free accommodation assigned to you by the Archbishop of York.

**Hours of Work**

The expectation is of a similar commitment to that of a parish priest. The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. There will be some evening commitments. It is particularly important, given the pressures on the Bishop's diary, that the Chaplain is generally available when the Bishop is in the office. Occasionally, the Chaplain will accompany the Bishop to liturgical commitments on Sundays. When not doing so the Chaplain is expected to support the ministry of the bishop by being available to take services and preach where needed in the Diocese. The Chaplain may take one Sunday per month free of all duties.

**Annual Leave**

The Chaplain is entitled to 30 paid annual leave days per year. This is exclusive of public holidays. The leave year runs from 01 January to 31 December. Dates for leave have to take into account the Bishop's own dates for leave and those of other members of the Bishop's staff team, to ensure adequate cover in the Bishop's office.

**Notice**

During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by your employer. Once your appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by your employer. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

**Probationary period**

There will be a probationary period of six months.

**Safeguarding**

The Diocese is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All post holders are expected to share this commitment and to comply with the relevant safeguarding policy.

The post is subject to Safer Recruitment Processes and a satisfactory Enhanced DBS (Disclosure and Barring Service) Disclosure.

**Contract**

Subject to the above six-month probationary period, the post is offered on a permanent basis. The Chaplain will be given the Bishop's General Licence under Seal for the period of the employment contract.

**Appraisal**

There will be an annual appraisal by the Bishop.