



THE DIOCESE OF SHEFFIELD

Job Description for the Chaplain to the Bishop of Sheffield

Employer:	The Church Commissioners, on behalf of the Bishop of Sheffield
Job Title:	Chaplain to the Bishop of Sheffield.
Job Requirement:	This is a post on the Bishop's Senior Staff Team, for a person in priest's orders, who is episcopally ordained in the Church of England or a Church in full Communion with it. This post has attached to it an Occupational Requirement under the 2010 Equality Act, Part 1, Schedule 9, and it carries the stipend of a Residentiary Canon.
Location:	The Bishop's Office at Bishopscroft, Snaitheing Lane, Sheffield
Responsible to:	The Bishop of Sheffield, or in his absence to the Bishop of Doncaster
Responsible for:	Providing primary support to the Bishop in his oversight of the clergy
Key Relationships:	The Bishop of Sheffield, the Bishop's Staff at Bishopscroft and especially: the Senior PA to the Bishop of Sheffield; the members of the Bishop's Senior Staff Team; the PA and Chaplain to the Bishop of Doncaster; the DSO; the Diocesan Registrar; other bishops' chaplains as part of the national 'Crosier Network'; and relevant staff of the NCI.

1. Introduction

The Bishop exercises the primary apostolic ministry for the Diocese of Sheffield, leading in mission, presiding over its sacramental life, offering Bible teaching and pastoral care. Bishop Pete seeks to live out his calling prayerfully, joyfully and collaboratively, looking to God to renew, release and rejuvenate the Diocese of Sheffield by 2032.

As chief pastor to the pastors, the Bishop has particular care for the clergy and all licenced lay ministers, including deanery lay chairs and church wardens. Bishop Pete expects to have regular pastoral meetings with individual clergy, and to use Bishopscroft house and gardens as a place of hospitality for ordained and lay leaders, and for civic and community leaders.

Bishop Pete shares his episcopal authority and responsibility fully and collegially within the Diocese with the Bishop of Doncaster, and then with the Dean of Sheffield, the Archdeacons and the other members of the Bishop's Senior Staff Team. This sharing of missionary and apostolic oversight is of course shared with every licensed priest, but among them primarily with the associate archdeacons and area deans. Governance responsibility for the Diocese is likewise shared, principally through the Bishop's Council and Diocesan Synod.

2. Person Specification:

The Bishop's Chaplain will

- a) work to the Bishop, his agenda and priorities, focused on assisting his ministry, with wisdom, good humour, and steadfast hope
- b) be emotionally intelligent and theologically alert, with a strong ability for reading people and situations, relating well across a diverse range of ages, personalities, cultures and theological convictions
- c) work with the Bishop on maintaining and developing a healthy culture across the diocese in relation to safeguarding that promotes an understanding that safeguarding is the responsibility of all
- d) be flexible and adaptable, able to work to tight deadlines, to prioritise, to cope with complex and competing demands, and to assemble resources on a wide variety of subjects
- e) enjoy working as part of a small team, with the spontaneity and natural generosity which interdependence requires
- f) provide pastoral support to the Bishop's Staff, with a proven capacity to work calmly and effectively through more stressful seasons of ministry
- g) be computer literate, and able to draft texts, letters, memos and other documents to a high standard and with attention to detail
- h) work to the highest levels of confidentiality and loyalty, yet ready to challenge the Bishop and hold him to the highest standards of integrity and Christian ministry; to provide the Bishop with a sense of perspective and to help him to laugh at himself
- i) be familiar and creative with traditional and contemporary liturgies, able to lead effectively diverse forms of worship
- j) have a passion for evangelism, growing disciples and the growth of the church.
- k) quickly be able to develop a working knowledge of the vacancy processes of the Church of England and an ability to liaise with archdeacons, area deans and patrons
- l) be confident and assured in following due process in supporting the Bishop in all matters relating to safeguarding and clergy discipline
- m) quickly be able to develop a working knowledge of the Canons and Measures of the Church of England, working closely with the Diocesan Registrar, to ensure legal compliance in all areas and offer support to the clergy for the same
- n) have a full driving licence

3. The Setting

- a) The Chaplain, Senior PA and Administrative Assistant are based in a shared office at Bishopscoft, where the Bishop also has his study.
- b) The Chaplain will work in particularly close collaboration with the Bishop's Senior PA, who provides oversight in managing the Bishop's office, his correspondence, accounts and diary.
- c) Some administrative support to the Chaplain is provided by the Administrative Assistant.

4. The Tasks

i) Strategic

- a) To support the Bishop in liaising with colleagues over matters of strategic development in the mission of the diocese.
- b) To support the Bishop in the implementation of core elements around the priorities in '*Renewed! Released! Rejuvenated!*', particularly in aspects of recruitment and orientation of new clergy.
- c) To defend the Bishop from the clamour of the present moment, to assist him in remaining faithful to the strategic priorities of his ministry and to persevere with joy.
- d) To act as required as the Bishop's personal representative with individuals, to parishes and at particular events/meetings, and on task groups within the Diocese.

ii) Liturgical

- a) To take primary responsibility, for the Bishop, for worship and prayer in the life of the Bishop's Senior Staff Team and for the staff at Bishopscoft, including the daily round of Morning and Evening Prayer in the Bishopscoft Chapel and occasional services of Holy Communion.
- b) To oversee planning for key services across the Diocese and at the Cathedral, including confirmations and institutions, and to support the Bishop at these services as requested; to liaise closely with the Chaplain and PA to the Bishop of Doncaster in this regard.
- c) To advise on and provide bespoke prayers and liturgies, faithful to the Anglican tradition, for a variety of civic and ecclesiastical occasions.
- d) To attend the Bishop in the Cathedral on principal feasts and at ordinations, and other major services; and to attend the Bishop on occasion at institutions, licensings and confirmations in the Diocese.
- e) To visit parishes across the Diocese of Sheffield on Sunday morning, as required, to preside and preach and take the Bishop's greetings to those parishes which will usually be in vacancy or have an incumbent who is unable to minister due to ill health, etc.

iii) Pastoral and Administrative

- a) With the Senior PA, to be a person to whom the Bishop can turn and speak to in confidence.
- b) To service the Bishop's Senior Staff Team by acting as secretary, and to facilitate, and if required be secretary to, other meetings as required, shaping agendas and ensuring that the Bishop follows through with any agreed actions.
- c) To be the Bishop's primary point of contact with clergy and lay leaders, including by managing correspondence and emails to and from the Bishop and his clergy and to alert the Bishop to key pastoral needs among the clergy, including new arrivals into the Diocese, illness, births, bereavement, significant birthdays and so on.
- d) To manage Ministerial Development Reviews, allocating these to members of the Bishop's Senior Staff Team.

- e) To respond to Current Clergy Status Letters – confidential bishop to bishop references and safeguarding checks - as required by the Bishop, and to process movement forms, helping the HR department make changes on the clergy payroll system.
- f) To ensure the current clergy list on the people system is up to date and remove any clergy as needed to ensure that the National Register of Clergy is correct and up to date.
- g) To facilitate the maintenance of the database of clergy safeguarding training and DBS checks, to ensure these are constantly up to date.
- h) To maintain the database of clergy Permissions to Officiate and the list of retired clergy, to ensure these are constantly up to date.
- i) To maintain the database of clergy and their family members and all contact and address lists associated with the Bishop's public ministry and personal relationships.
- j) To maintain the personal clergy files ensuring that the necessary paperwork is filed, that the personal files are checked upon arrival in the bishop's office and before sending to other dioceses.
- k) To oversee any ministerial paperwork which requires the Bishop's signature by virtue of his jurisdiction.
- l) To assist the Bishop in the administration of grants to clergy and their families.
- m) To support the Senior PA in the management of the Bishop's Office, working with the Senior PA to ensure that the Bishop is fully and appropriately briefed for all engagements.
- n) To undertake whatever other tasks the Bishop may reasonably require.

iv) Legal

- a) To oversee the administration of the Clergy Discipline Measure and complaint/grievance procedures relating to clergy.
- b) To be the first point of contact in the Bishop's Office for safeguarding matters; to liaise with the Diocesan Safeguarding Officer and the Archdeacon of Sheffield and Rotherham (Safeguarding Lead for the Bishop's Senior Staff Team); to attend Core Group case meetings on behalf of the Bishop.
- c) To be the first point of contact in the Bishop's Office with the Diocesan Registry, regarding the suspension of benefices and pastoral re-organisations and the issue of licences.
- d) To be the Bishop's chosen nominee for the Diocesan Mission and Pastoral Committee, working closely with the chair, the Bishop of Doncaster, to facilitate active plans for the parish that serves the vision and strategy of the diocese and ensure the most efficient cure of souls across the diocese.
- e) To act as the Bishop's Data Protection Compliance Officer for ensuring that the provisions of the Data Protection Act (DPA) 2018 are followed; this includes processing subject access requests, maintaining clergy files, and providing advice to the Bishop as necessary.

Terms and Conditions of Service and Other Notes

The post-holder will be a priest of the Church of England, or of a church in full communion with it. (S)he will conduct worship on behalf of the Bishop and preside at all sacraments appropriate to the Church of England. This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9.

This post is **subject to an enhanced DBS with Adult and Child Barred Lists check (Disclosure and Barring Service) clearance.**

Place of Work: The Chaplain's main place of work is the Bishop's Office at Bishopscroft.

Remuneration: Salary equivalent to that of a Residentiary Canon in the Diocese of Sheffield of £ 35,450 per annum.

Accommodation: A house will be provided to enable the Chaplain to carry out his/her duties.

Pension Contributions

Non-clergy staff will be automatically enrolled into the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. 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. Employees enrolled into PB2014 are required to contribute 3% of their pensionable salary. The employee can change their contribution at any time. The employer matches contributions in whole percentages up to 3%.

Working expenses will be reimbursed on a monthly basis from the Bishop's Office on behalf of the Church Commissioners. Car mileage will be reimbursed at the prevailing Church Commissioners' rate.

Working Hours: The expectation is of a similar time commitment as a parish priest. As a general rule the Chaplain will be expected to share in morning worship outside office hours, and to keep office hours of 9.00 am to 5.00 pm with a break for lunch. There is an expectation of some work, and ministry being exercised, outside office hours. There will be some evening commitments. The rest day is generally a Friday or Saturday.

Sundays: On Sundays, the Chaplain will usually be expected to be available to take services and preach where needed.

Annual Leave: You are entitled to 36 days paid annual leave per year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December. Holiday dates have to take into account the Bishop's own holiday dates and that of his Senior PA to ensure adequate cover in the Bishop's Office.

Spiritual and Professional Growth: The Chaplain is encouraged to have a Spiritual Director, to make an annual retreat, to attend CME and the annual Bishops' Chaplains Consultation.

Other Commitments: In order to facilitate the maintenance of a healthy and balanced ministry and life style, it is recognised that the Chaplain will wish to undertake responsibilities within the life of the Church or wider community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

Reviews: There will be an annual Management Development Review by the Bishop; and regular interim reviews.

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.

Contract: This post is offered as an open-ended contract, subject to a six month probationary period, but with the hope that on the arrival of a new Bishop his/her view on continuing employment will be taken seriously. The appointee will be given the Bishop's General Licence under seal.

General Conditions

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 endanger themselves or others by any act or omission on their part 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. Therefore, staff are required to:

- o read, understand and abide by the Church Commissioners' Health and Safety Policy;
- o make themselves familiar with accident and emergency procedures for their site;
- o make themselves familiar with the findings of any risk assessments which might affect them;
- o inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- o set a good personal example in respect of health and safety.

Confidentiality

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

Closing date for receipt of applications: Thursday 16 July (midday)

Shortlisting will take place on Saturday 18 July. If you have not been invited to interview by 31 July, you have been unsuccessful in your application on this occasion. Thank you for your interest.

Interview Date: Wednesday 12 August (If the shortlisted candidate is on annual leave, provision will be made to interview w/c 24 August 2026.)