

Chaplain to the Bishop of Southwell & Nottingham

Closing Date: Friday 31 July 2026

Interviews: Wednesday 2 September 2026

JOB PROFILE	
Title:	Chaplain to the Bishop of Southwell & Nottingham
Reports to:	Accountable to Bishop of Southwell & Nottingham, in collaboration with Head of Staff & Strategic Projects
Location:	Bishop's Manor - Southwell
Basis of employment:	Full-time
DBS check required? (Yes/No)	Yes
Special conditions of employment:	There is a genuine occupational requirement for the post holder to be a communicant member of the Church of England or a member of the Churches Together in Britain & Ireland.
Date written/updated:	May 2026

PURPOSE OF ROLE
<p>To support the Bishop of Southwell and Nottingham's public ministry and missional priorities, shaped by the 2030 diocesan vision of '<i>Growing Disciples of Christ with Compassion, Confidence and Courage</i>'. The Bishop's Chaplain will support the Bishop's Office and the Bishop's Core Team to ensure compliance and to embed the diocesan vision, foster healthy cultures and enable the bishop's ministry in key areas including nurturing prayer and the development of leaders.</p>

MAIN RESPONSIBILITIES
<p>Liturgical, Pastoral and Ministry Support (30%)</p> <ul style="list-style-type: none"> • Oversee planning for key services across the diocese, including confirmations and institutions, maintain digital resources for churches and support the Bishop at these services as needed. • On the Bishop's behalf, consult and advise Cathedral, incumbents and churchwardens on the planning and delivery of any service in which the Bishop plays a part, ensuring Orders of Service are signed off and accessible to the Bishop as appropriate. • Discern the next season of support for 'Nurturing Prayer' at both diocesan and parish level, work in collaboration with the Discipleship & Ministry team to develop a strategic approach. As required, lead on the planning and delivery of activity. • Support the worship and prayer life of key gatherings; such as Bishop's Council and Diocesan Synod, as well as other diocesan events.

- Assist the bishop in his teaching ministry as needed, research matters, attend key leadership training days, and support and contribute to the programme as appropriate.
- Take opportunities to lead and preach at services or teaching events at the invitation of parishes across the diocese.
- Advise on and provide bespoke prayers and liturgies, faithful to the Anglican tradition, for a variety of civic and ecclesiastical occasions.
- In collaboration with Bishop's Ecumenical Advisor and Churches Together Nottinghamshire (CTN) fulfil the role of Diocesan Ecumenical Officer (DEO)

Safeguarding & Episcopal administration (35%)

- In conjunction with the Registry, advise on and ensure that clergy licences and Permissions to Officiate are administered in a timely and appropriate manner, in line with all requirements for Safer Recruitment and House of Bishops' policies.
- Ensure the Bishop's Office support parishes in their compliance with all legal requirements including in relation to the suspension of benefices and pastoral reorganisation, service provision and building usage.
- Oversee administration for C4 applications, the Overseas Clergy Measure and Eucharistic Assistants.
- Support the administration of the Clergy Discipline Measure and complaint and grievance procedures relating to clergy.
- Be the first point of contact in the Bishop's Office for safeguarding matters; liaise with the Diocesan Safeguarding Officer; and attend diocesan and national safeguarding planning group meetings on behalf of the bishop, where appropriate. Represent the diocesan bishop at the Diocesan Safeguarding Advisory Board (DSAP).
- Work with the Bishop's Office team to ensure the effective management of clergy files and processes, in line with the 2021 Clergy Files Policy Guidance, GDPR, and clergy appointments, including the accurate maintenance of the National Clergy Register.
- Work with the Bishop and Head of Staff & Strategic Projects in circulating key communications, including Pastoral Letters and *Ad Clerum*. Also ensure that existing *Ad Clera* are updated to reflect latest House of Bishops' practice guidance and policies.
- Respond to 'Bishop to Bishop' enquiries and Current Clergy Status Letters (CCSL) to provide reference requests as required.
- Oversees the work of the Senior Administrator in managing effective administration of processes and use of data in relation to Ministers and Church Officers.

Collective working (20%)

- Work closely with the Head of Staff & Strategic Projects in making recommendations and proposals to the Bishop on the effective management of key issues, which may arise.
- Work with the Head of Staff & Strategic Projects and the wider diocesan team to support communication of the bishop's ministry and missional priorities through diocesan communication channels and other public or parliamentary channels.
- Play an active role in the life of the Bishop Office team, working in collaboration with Advisory roles and as part of strategic projects as required.
- Help foster good communication and support between the diocese, the Bishop's staff and the Cathedral staff.
- Assist the Bishop and his wife in their personal ministry and mission, including significant hospitality events, leadership training or evangelistic outreach.

Healthy cultures (15%)

- Attend to the spirituality and prayer that underpin the work of the Bishop’s Core Team in sustaining momentum during a season of considerable growth and change.
- Be someone to whom the Bishop can turn and speak in confidence.
- Assist with the theological and pastoral dimensions of the Bishop’s ministry, ensuring that pastoral concerns are redirected and followed up appropriately.
- Help protect the Bishop from the pressures of the present moment, guard his humanity, and ensure faithfulness to the wider vision of his ministry.
- The Chaplain will be expected to be a regular worshipper in a local congregation.

PERSON SPECIFICATION		
	Essential	Desirable
Personal Characteristics	<p>Aligned with the Bishop’s priorities in order to support his ministry effectively, demonstrating this through all aspects of the role.</p> <p>A prayerful person, calm and effective in stressful and pressured situations.</p> <p>Enjoys collective working, providing leadership and support as required.</p> <p>Emotionally intelligent, able to respond to diverse situations with understanding and appreciation of those involved.</p> <p>Committed to the growth of their own ministry under the Bishop’s guidance, with theological, teaching and pastoral interests.</p>	
Competencies and Skills	<p>Creative skills in liturgy to lead diverse forms of worship.</p> <p>A commitment to growing disciples, evangelism and supporting church growth.</p> <p>Ability to nurture rhythms of prayer and worship for themselves and others.</p>	

	<p>Digitally literate; a confident user of the Microsoft suite, databases and other applications.</p> <p>Excellent communication skills, verbal and written.</p> <p>Ability to represent the Bishop and provide pastoral support on his behalf.</p> <p>Ability to work to deadlines and manage a varied workload.</p>	
Qualification and Experience	<p>Ordained priest in the Church of England.</p> <p>Several years' experience in a post-ordination role.</p> <p>Some experience of working with Archdeacons, Area Deans and Parish oversight and governance.</p>	
Knowledge and Understanding	<p>Some knowledge of Church of England's processes and procedures in relation to Clergy management and episcopal administration.</p> <p>Excellent knowledge of safeguarding, safeguarding leadership and Clergy Discipline Measure in order to support the Bishop.</p> <p>Theologically alert to situations that might arise, and able to prepare responses that reflect this.</p>	
Special Requirements	<p>Willing and able to work flexibly, recognising that Church life does not fit normal office hours. You can expect to work some evenings and weekends, and to attend and participate in meetings and events.</p>	

TERMS OF EMPLOYMENT	
Work pattern	<p>Working pattern in line with office working hours, with ability to vary pattern dependent on weekend teaching and preaching engagements.</p> <p>It is expected that staff members will be active members of a Church including Sunday services and/or engaged in preaching and teaching invitations in parishes within the Diocese.</p> <p>Flexible working essential according to the needs of the role and responsibilities</p>
Salary	<p>The salary is graded at £35,900, and would include accommodation provided by the Southwell & Nottingham DBF.</p>
Pension	<p>Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme.</p> <p>The Church Commissioners on behalf of the Bishop have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.</p>
Holiday	<p>You are entitled to 30 days annual leave per annum pro-rated to your start date.</p> <p>The Chaplain will be encouraged to take an annual retreat and to attend appropriate conferences and training events. The Chaplain will also be expected to attend any Bishops' Chaplains' Consultations.</p>
Probation	<p>6 months</p>