

Role Description



Role title:

Bishop's Adviser for Chaplains & Sector Ministers (Voluntary).

Overall Purpose of the Role

Across the Diocese of Chester, the nature of chaplaincy and sector ministry varies widely. The focus of this role is advocacy for chaplaincy generally, alongside support for those in chaplaincy roles, particularly those who are employed, licensed or lead chaplains.

The role works collaboratively within the Ministry Team under the strategic oversight of the Directors of Ministry and Ministry Committee, contributing to formation, wellbeing, and spiritual flourishing across the diocese.

This is a voluntary, unpaid role, with reasonable working expenses paid. A flexible, variable time commitment is anticipated across the year.

Accountability and key relationships:

The post holder will be responsible to:

- The Bishop of Chester through the Chair of the Committee of Ministry (currently the Bishop of Stockport) in matters of ministry
- The Directors of Ministry.

Other key relationships include:

- Bishops and Archdeacons
- Colleagues within the Ministry Team
- Colleagues within Church House, the Cathedral, and Bishop's House
- The National Ministry Development Team
- National chaplaincy resources and networks.

Principal duties and responsibilities:

Pastoral Support for chaplains and sector ministers

- To be a resource for chaplains, including the provision of advice on specific challenges of the role
- To keep an up-to-date and accurate record of all those who are operating as licensed, employed or lead Anglican chaplains in the Diocese of Chester, liaising with those responsible for updating CMS
- To connect with and act as a point of contact for the wider network of volunteer chaplains, ecumenical and multi-faith chaplains across the diocese
- To act as a link between chaplains and the Ministry team and other resources at Church House
- To facilitate the provision of events for chaplains to promote fellowship and sharing of good practice
- Support chaplains in relating to their employer/s
- To offer to meet with any chaplain who has had a change of role and/or moved parish, or who is new to the diocese
- When requested, either mentor or provide a mentor for a chaplain new to the diocese.

Vocations, Training and communications

- To work with the Bishop's Adviser for Vocations in supporting and assisting those exploring chaplaincy as a ministry
- To provide input to vocations events and publicity resources, highlighting chaplaincy as a ministry
- To be available for conversation with those exploring chaplaincy
- To act as a point of coordination for those exploring chaplaincy placements during discernment or training
- To be proactive in monitoring vacancies in different chaplaincy posts across the diocese and act as a point of contact for organisations seeking to employ or recruit a new chaplain
- To attend, where practical, licensing services for chaplains
- To keep up to date with the various resources available for training and support for chaplaincy roles, regionally and nationally
- To work with the Ministry team on relevant content for the diocesan website and wider communications regarding chaplaincy.

Governance and safeguarding

- Attend and report to the Ministry Committee when invited
- Maintain own DBS clearance and safeguarding training and escalate safeguarding concerns appropriately
- Promote a positive culture of safeguarding in every aspect of the role, as appropriate.

General Duties

- Take part in regular line management meetings and a cycle of annual review
- Ensure that records are kept that are accessible, accurate, securely held, compliant with data protection policies and able to be analysed
- Engage fully with the diocesan safeguarding process, training and culture, working with colleagues to ensure a consistent culture of safer practice
- Plan and monitor expenditure and budgeting for the specific areas of work
- Attend relevant national meetings and consultations
- Attend Diocesan and departmental staff and other relevant meetings
- Subject to other duties, speak at appropriate services and meetings
- Promote departmental collaboration and work closely with colleagues in Church House in contributing to projects and activities to deliver diocesan priorities
- Play a full part with other staff in the activities of the Diocese
- Undertake training as required
- Carry out other such reasonable duties of a similar or related nature as may be required.

Date: April 2026

There is an Occupational Requirement that the post holder is a practising Christian, in accordance with the Equality Act, 2010.

A DBS Disclosure will be required for the post-holder.

It is not intended that this document be contractual in nature as this is a voluntary role.