

Diocese Of Worcester Chaplain to the Bishop of Worcester

Thank you for your interest in this role

The Bishop's Chaplain has a crucial role in supporting me to lead and serve the Diocese of Worcester as its bishop. After many years in the role, and after skilfully helping me navigate my first six months in post, the current Chaplain is retiring. I am looking for a successor who can build on his legacy, and who can help keep me focussed on my priorities in the midst of multiple demands.

I have found the Diocese to be in good heart, with a generous and hopeful culture and a deep commitment to serving the people of Worcestershire and Greater Dudley.

You should consider applying for this if you are looking to be part of a prayerful and focussed team, who are committed to serving the people and communities of the Diocese and who understand that the Bishop's office helps set the culture for the whole diocese, and must therefore model the kingdom values of faith, hope and love that we are seeking to nurture.

You will need to love God and people, and be able to engage with, support (and sometimes challenge) people from all kinds of backgrounds and contexts. You will enjoy finding clear routes through complexity and will know how to prioritise when there are more things to do than time to do them. Being a Bishop's Chaplain is an unusual role, in that you will be part of the leadership of the diocese and will exercise significant responsibility, but need to be comfortable being in the background and speaking on behalf of others. I am therefore looking for someone who finds joy in enabling others to flourish, is a servant hearted leader and who enjoys delivering priorities and needs that are set by others.

There is lots more information about the Diocese on our website and I would be delighted to have an informal conversation with you if that would help with your discernment. You can contact me at bishop.worcester@cofe-worcester.org.uk

Every blessing

+ Hugh



Job Role & Responsibilities

Chaplain to the Bishop of Worcester

Job Requirement

The Bishop's Chaplain must be a person in priest's orders, who is 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.

Summary of the role

The Bishop's Chaplain plays a key role in supporting the Bishop of Worcester in his ministry as he leads the diocesan Kingdom People vision, develops a culture marked by faith, hope and love, and drives the diocesan Transformation priorities.

Specifically, the Chaplain acts as a confidant to the Bishop and leads the work of the Bishops' Office, ensuring strong and effective connections with the other parts of the diocesan eco-system and nurturing a faithful, hopeful and loving culture within the office and the wider diocese.

The Chaplain is often the key point of connection between clergy and the Bishop. S/he needs to be pastoral and wise, skilled in knowing what needs the Bishop's attention and what doesn't. The Chaplain needs to be comfortable playing a key role in the life of the diocese, but which is largely in support of priorities set by others.

The Chaplain will be welcome to lead worship in parishes and other settings, especially on Sundays. If being connected to a particular church would be helpful, this can be discussed.

Relationships

Employer:

The Church Commissioners on behalf of the Bishop of Worcester

Responsible to:

The Bishop of Worcester



Job Description

Prayer and faith

- Maintaining and developing a pattern and culture of worship, prayer and faith filled curiosity within the Bishop's office and Bishop's Staff Team, including overseeing the pattern of prayer and worship in the Old Palace Chapel.
- Preparing liturgies and acts of worship both within the Bishop's office and for the Bishop.
- Overseeing and checking liturgies and acts of worship that the Bishop and the Bishop of Dudley will be involved with. Liaising with the cathedral, parishes and others over acts of liturgy that require guidance or engagement.
- On occasion and as required, accompanying the Bishop at major events and services.
- Meeting a spiritual director on a regular basis and making an annual retreat.

Supporting the Bishop of Worcester

- Working closely with the Bishop of Worcester, praying with and for him and acting as confidant, advisor and truth-teller.
- Working closely with the Bishop's EA to keep the Bishop focussed on his key tasks and priorities, by discerning carefully what he needs to attend to directly, what he needs to be aware of and what can best be dealt with elsewhere.
- Contributing to the work of the Bishop's Staff as a full member of the team. Acting as Secretary to the Bishop's Staff team, preparing agendas, ensuring papers are prepared and circulated, notes are taken and decisions are followed up.
- Acting for the Bishop of Worcester, particularly in communicating with clergy and lay leaders and in chairing and attending meetings and events on his behalf.
- Responding to enquiries and questions from clergy and others, and where appropriate, referring them to the Bishop or signposting to sources of help and support. Offering wise pastoral care on behalf of the Bishop, to those needing it, particularly clergy and clergy families.
- Overseeing the network of Bishop's advisers, including the Co-Wardens of Readers and the Co-Deans of Retired Clergy.
- Maintaining and developing trusting, prayerful and effective working relationships with the Diocesan Offices, Cathedral and Archdeacons' office, always looking for opportunities for deeper partnership and co-working.
- Responding to correspondence on behalf of the Bishop.
- Undertaking research, developing policy, providing briefings and drafting documents as necessary.

Diocesan, civic and national roles

- Supporting the Bishop in his engagement with civic society in Worcestershire and Greater Dudley, developing contacts and liaising with external bodies on behalf of the Bishop.
- Overseeing the Diocesan Deliverance Team; convening team meetings, arranging training, maintaining contact with safeguarding and other expertise, receiving requests for help, arranging visits and keeping records.
- Supporting the Bishop in his work beyond the diocese, including with the national church and (currently) the Armed Forces.
- Networking with other Bishops' Chaplains to share experience, best practice and wisdom.

Leading the Bishop's office team

- Leading the work and modelling the culture of the Bishop's Office, ensuring the efficient management of the work of the office and that it is hospitable, faithful and attentive.
- Line managing all members of the Bishop's office staff, ensuring they are supported, trained and resourced for their roles.

Safeguarding and legal

- Prioritising safeguarding in every element of diocesan life, chairing and/or participating in Multi-Team Meetings, Case Management, Early Intervention and other groups as needed, communicating closely with the Diocesan Director of Safeguarding and ensuring that the Bishop and the Bishop's office are aware of safeguarding policy requirements and follow best practice at all times.
- Ensuring that all beneficed and licensed ministers and those with Permission to Officiate have in-date DBS clearance and safeguarding training.
- Receiving complaints, including those made under the CDM (and in future the CCM) and ensuring that they are dealt with in time and in accordance with the process. Liaising as needed with the Diocesan Registrar and others.
- Preparing all CCSL's and ensuring clergy file policies are being followed.
- Overseeing the work of the Bishop's office in the issuing of licences and PtO, documentation relating to ordinations and other legal documents.

Person Specification

The successful candidate will:

- Be episcopally ordained in the Church of England or a Church in full Communion with it. This means an ordained Anglican cleric who can conduct worship on behalf of the Bishop and administer all sacraments appropriate to the Church of England. This post has attached to it a genuine occupational requirement under the 2010 Equality Act, Part 1, Schedule 9.
- Have a deep faith, and a broad experience of life and ministry.
- Have a high level of emotional intelligence, skilled in working with and relating to people across a wide diversity of personality, culture, background, theological conviction and age.
- Have, or will quickly develop, a strong commitment to the life, strategy, priorities and values of the Diocese of Worcester
- Be flexible, adaptable and able to prioritise between competing demands in the midst of complexity, and to do so with grace and good humour. A proven capacity to work calmly and effectively through more stressful seasons of ministry. Be flexible with working hours, including assisting at and attending evening/weekend functions
- Have proven experience as a team leader, with the ability to set culture, line manage, support and give direction to team members as needed.
- Have a complete commitment to confidentiality, with the ability to hold sensitive information in a trustworthy way. Have a strong commitment to the ministry and work of the Bishop, with the ability to give honest feedback, support and challenge.
- Have an understanding of and commitment to the highest standards of safeguarding practice and the ability to lead and nurture a safeguarding culture.
- Be confident and assured in following due process in supporting the bishop in all matters relating to safeguarding and clergy discipline.
- Have very good communication skills, verbally and in writing, with the ability to draft texts, emails, letters, memos and briefing papers to a high standard and with attention to detail.
- Be familiar with traditional and contemporary liturgies, with the ability to work creatively with a diversity of styles and kinds of worship.
- Have strong administrative skills, with an understanding of operating in a church context in which policy, practice and practical wisdom are all required. The ability to gather and marshal information and resources on a wide variety of subjects.



The Church of England is for everyone, and it is a priority for us to reflect the diversity of the community the Church serves across the whole diocese. We welcome all applications from interested and suitably qualified people, and particularly welcome applications from those of global majority heritage and people with disabilities.

Terms & conditions and other practicalities

Place of Work:	The Chaplain's main place of work is in the Bishop's Office, Old Palace, Deansway, Worcester.
Remuneration:	Salary equivalent to that of Stipendiary Clergy in the Diocese
Accommodation:	There are two properties available for the Chaplain; the person appointed will have the opportunity to choose between them. Details are on the final page. The chaplain is required to live in accommodation provided for the better performance of her/his ministry.
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 Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. 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. The Bishop seeks to take his day off from Friday lunchtime to Saturday lunchtime. There is no payment for overtime.
Sundays:	On Sundays, the Chaplain will usually be expected to be available to take services and preach where needed, often in a church with a clergy vacancy. There is openness to finding a more settled place of belonging and priestly ministry if that would be helpful.
Holidays:	30 weekdays + Bank Holidays. Holiday dates have to take into account the Bishop's own holiday dates and that of his Secretary to ensure adequate cover in the Bishop's Office.
Spiritual & 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 Diocese and local 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.
Licence:	The appointee will be given the Bishop's General Licence under seal.
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 the employer. Once the appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by the employer. Should the appointee be summarily dismissed on the grounds of gross misconduct, the 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, but with the hope that on the arrival of a new Bishop his/her view on continuing employment will be taken seriously.

General Conditions

Diversity

We understand the benefits of employing individuals from a range of backgrounds, with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual
- reflects the diversity of the nation that the Church of England exists to serve
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

Equal treatment amongst differing people from diverse backgrounds is one of the central precepts of the Church of England's mission and theology. The Church of England values the richness which this equal treatment brings to the workplace. The Diocese of Worcester is therefore concerned to avoid discriminating against any person.

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:

- Read, understand and abide by the Board of Finance Health and Safety Policy;
- make themselves familiar with accident and emergency procedures for their site;
- inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- 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.

To apply: Complete the on-line application - link available at www.cofe-worcester.org.uk/vacancies

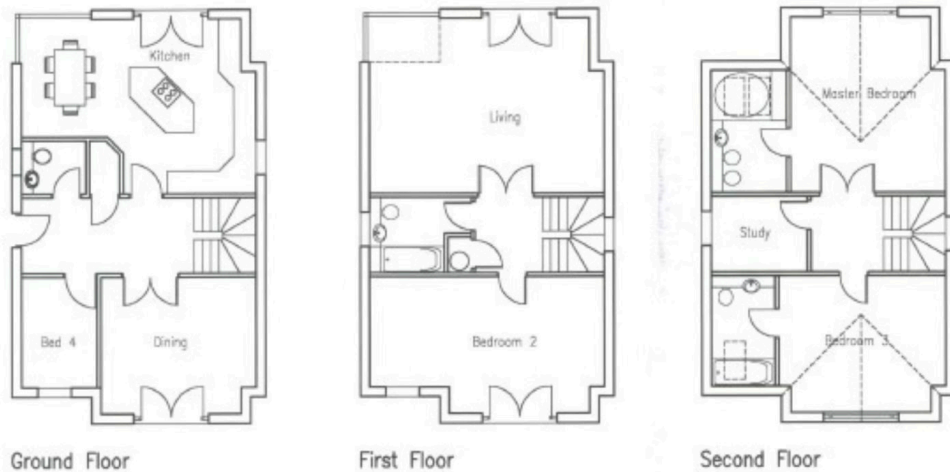
For more information please refer to this candidate pack, also available from: www.cofe-worcester.org.uk/vacancies

Closing date: 1 June 2026, 12:00noon

Interviews: 15 June 2026

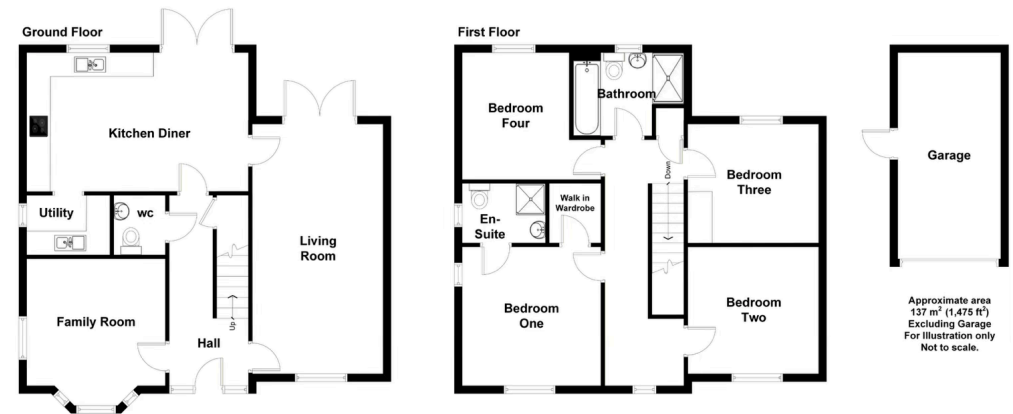
Accommodation details

There are two properties available and the person appointed to the role will be able to view them both and choose which is most suitable to their needs.



18 Shrubbery Avenue, Barbourne, Worcester, WR1 1QH

This property is a three storey, four bedroom detached house built in 2000 as one of a pair. It was designed by an architect and as such has some distinctive design features. The accommodation includes a cloakroom, study, hall, dining room, kitchen and utility room to the ground floor; sitting room, bathroom and bedroom to the first floor level and two bedrooms with en-suites to the second floor. There is also a detached single garage.



70 Gregory's Bank, Worcester, WR3 8AQ

This property is a two storey, four bedroom detached house built and purchased from new in 2015. The accommodation includes a family room/study, w.c., hall, living room, kitchen and utility room to the ground floor and four bedrooms, one ensuite and a family bathroom to the first floor. There is also a detached single garage.