

## About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

### We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

## About the department

This post gives a unique opportunity to support the Archbishop of Canterbury at a personal and official level. The members of the Archbishop's staff at Lambeth Palace work as a small and close-knit team, supporting each other with flexibility and good humour as they respond to the intense and wide-ranging demands placed on the Archbishop of Canterbury.

## What you'll be doing

The Chaplain's primary responsibility is to provide support by praying for and with the Archbishop. In addition, the Chaplain will assist and support her in her ministry, taking particular responsibility for its pastoral, theological, and liturgical aspects, as well as contributing to the

Archbishop's speaking, preaching, and writing commitments. The chaplain will also oversee the worshipping life at Lambeth Palace.

You will play a key role in advising the Archbishop on wider issues, in particular from a theological perspective, and help shape the themes and priorities of her ministry.

Your role will include daily contact with the Archbishop of Canterbury and senior colleagues within Lambeth Palace. You will also work closely with Bishopthorpe Palace, other Departments in the National Church Institutions (including Faith & Public Life), and the Diocese of Canterbury.

You will also engage with a wide range of external and senior contacts relevant to the Archbishop's ministry including those from the wider Church of England (especially cathedrals and bishops), Anglican Communion partners, government, parliament, charitable organisations, and the Royal Households, as well as contacts overseas.

'Bishops are called to serve and care for the flock of Christ. Mindful of the Good Shepherd, who laid down his life for his sheep, they are to love and pray for those committed to their charge, knowing their people and being known by them. They are to preside at the Lord's table and to lead the offering of prayer and praise. With the Shepherd's love, they are to be merciful, but with firmness; to minister discipline, but with compassion. They are to have a special care for the poor, the outcast and those who are in need. They are to seek out those who are lost and lead them home with rejoicing.' (From the Service of Consecration)

## **MAIN DUTIES AND RESPONSIBILITIES**

### **Pastoral**

- Pray regularly for and with the Archbishop.
- In collaboration with others, including especially the Lambeth Palace senior staff and the Private Office, seek to ensure a proper balance in the life of the Archbishop between *opus dei*, study, work and rest.
- Maintain relationships and effective communication with Episcopal households (especially Bishops' chaplains and PAs), cathedrals, Royal Peculiars, the chaplain to the Archbishop of York and CofE/wider interest groups & organisations.
- Support and, where appropriate, extend the Archbishop's pastoral ministry to those under her pastoral care (outside her Diocese). This includes staff and residents at Lambeth Palace and the provision of one-to-one pastoral care to bishops of the Church of England and extra-Provincial dioceses of the Anglican Communion.
- Ensure good coordination and communication with the Archbishop's family.
- Where needed, accompany the Archbishop when she travels, both in this country and around the Communion.

### **Liturgical**

- Sustain, with other senior staff, arrangements for Synodical and Provincial liturgical events in which the Archbishop is involved in England (e.g. consecrations, Confirmations of Election, convocations and General Synod).

- Serve, enable, develop and ensure the flourishing of the worshipping life of Lambeth Palace. Oversee the use of the Lambeth Palace Chapels (and, when necessary, develop the liturgy and act as precentor for services taking place in them).
- Oversee the liturgical arrangements for all services in which the Archbishop is involved and be present with her as required.

### **Theological & Administrative**

- Provide theological perspectives to the Archbishop and the wider team, including communications and correspondence.
- Administer publishing requests and maintain the Archbishop's writing schedule, including the Archbishop's annual Lent Book.
- Support the Archbishop in preaching, speaking and writing.
- Reply to correspondence addressed to the Archbishop of a general, theological, group or personal nature.
- Provide messages on behalf of the Archbishop and deal with requests for forewords, quotes, endorsements etc.
- In collaboration with other senior colleagues, support the Archbishop's theological learning and reflection through a variety of means such as roundtables, conversations and retreats with theologians.

### **Other**

- Sit as a member of the Archbishop's senior leadership team. Provide advice to the Archbishop and senior colleagues and contribute to strategic decision-making.
- Receive guests and visitors on behalf of the Archbishop and represent her, either in the UK or overseas, as required.
- Organise pastoral visits for the Archbishop, e.g. to dioceses.
- Represent the Archbishop on appropriate boards and to external organisations as required.
- Undertake such additional projects or tasks in support of the Archbishop's ministry as may, from time to time, be requested by the Archbishop or her Chief of Staff.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

This role will be subject to an enhanced DBS check.

The successful candidate will be employed by the National Church Institutions on a salary equivalent to a Residentiary Canon stipend in the diocese of Southwark. Accommodation will be provided for the better performance of the Chaplain's duties.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

### **Essential**

The post has an occupational requirement to be an ordained and licensed minister within the Church of England (in accordance with the Equality Act 2010).

#### *Knowledge/Experience*

- Mature faith, sharing the Archbishop's vision and priorities for her ministry.
- Strong liturgical experience, sensitive to the different traditions found within Anglicanism and the variety in the liturgies that belong to them.
- Proven experience of leading a team with excellent team leadership skills.
- Knowledge of the life and structures of the Church of England.

#### *Skills & Abilities:*

- Mature in outlook with a deep and secure faith with a rich pattern of daily worship and well-established spiritual discipline.
- Able to work to the Archbishop's agenda, recognising that much of the Chaplain's work, and the credit for it, is inevitably of a 'hidden' nature.
- Able to act as companion to the Archbishop. At times the Chaplain will need to be a 'critical friend' and offer honest, truthful counsel, even if it's uncomfortable.
- An excellent team player who can work well with others creating networks and collaborative relationships.
- Adaptable and flexible, able to prioritise tasks and work to deadlines with a good understanding of how they maintain their own wellbeing.
- Skilled in complex pastoral work; able to handle difficult and sensitive matters with tact and diplomacy; able to maintain strict confidentiality.
- Liturgically sensitive, competent and flexible, with an understanding and appreciation of the breadth of the Church of England.
- Able to see the big picture while capable of accurate attention to detail; having good political judgement and the ability to spot the implications of particular issues and courses of action.
- Excellent writing and communication skills.
- Capacity for maintaining confidentiality to the highest degree.
- Have proven administrative, drafting and research skills; computer literate, familiar with e-mail, Microsoft packages, social media and the use of databases.

#### *Qualifications & Training:*

- Degree or equivalent in Theology/Religious Studies.

*Personal Attributes:*

- Collaborative member of the wider team, able to work creatively and constructively with colleagues.
- A commitment to supporting the Archbishop to provide compassionate, consistent and hopeful leadership to the Church of England and in the Anglican Communion.
- A calm and reassuring presence, with a nurturing leadership and communication style.
- Highly flexible and adaptable in the face of changing requirements.
- Capable of quickly commanding the respect, confidence and attention of senior figures.
- Sensitive and diplomatic.

*Circumstances*

- Whilst the NCIs are committed to wellbeing and work/life balance, a willingness and availability to work outside normal office hours, including weekends, is required, on occasion, as well as travel within England and overseas.

## Vacancy Summary

<b>JOB TITLE:</b>	Chaplain
<b>NCI ENTITY:</b>	Lambeth Palace
<b>DEPARTMENT:</b>	Office of the Archbishops (Lambeth Palace)
<b>GRADE:</b>	Select the Grade    Select the salary terms
<b>SALARY:</b>	£34,155 – equivalent to the residentiary canon rate for the Diocese of Southwark
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Lambeth Palace, London SE1 7JU
<b>HYBRID WORK ARRANGEMENTS:</b>	Click or tap here to enter text.
<b>IS HOMEWORKING A REQUIREMENT FOR THE ROLE?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>IF NOT A REQUIREMENT, IS THE ROLE SUITABLE FOR HOMEWORKING?:</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED?</b>	<input checked="" type="checkbox"/>
<b>IF YES, WHICH LEVEL</b>	Enhanced with Children's Barred List
<b>IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?</b>	<input checked="" type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017630
<b>COST CODE:</b>	15060
<b>PARENT POSITION:</b>	Chief of Staff