CHAPLAIN TO THE BISHOP OF EXETER

Role Description and Person Specification

ROLE TITLE:	Chaplain to the Bishop of Exeter
LOCATION:	The Bishop's Office, The Gatehouse, Palace Gate, Exeter, EX1 1HX
EMPLOYER:	The Bishop of Exeter in his corporate capacity
REPORTS TO:	The Bishop of Exeter

ROLE SUMMARY

The Bishop of Exeter is seeking to appoint a prayerful, adaptable and pastorally sensitive priest as Chaplain. The ideal individual will have excellent interpersonal skills, strong administrative abilities and be a natural team player who can collaborate effectively with the Bishop's Senior Staff.

Key aspects of the role include:

- Supporting the Bishop in his diocesan, civic and national responsibilities.
- Assisting the Bishop with administrative, pastoral and practical tasks across the Diocese.
- Analysing, reflecting upon and briefing the Bishop on the theological, policy and procedural implications of a wide range of issues facing the Church and wider society.
- Managing specific issues and projects on behalf of the Bishop.
- Supporting the Bishop in his statutory roles and obligations.
- Contributing to the overall vision and strategy of the diocese by participating in Bishop's Staff meetings and the Bishop's Strategy Group, serving as a trusted advisor to the Bishop and other senior staff.
- Leading the Bishop's Office Team, overseeing the overall operational plan for the office and line managing the Bishop's Administrator and Hospitality Co-ordinator (one role).

The Chaplain will be a key member of the Bishop's Personal Staff which includes the Bishop's PA, the Bishop's Administrator and Hospitality Co-ordinator, the Palace Gardener and a part-time Driver. The Bishop's Office is located in the Gatehouse to the Bishop's Palace in central Exeter. The Bishop's Administrator and Hospitality Co-ordinator provides administrative support to the Chaplain.

GENERAL RESPONSIBILITIES

The Bishop's Personal Staff assists the Bishop by:

- Providing high quality briefings and information.
- Delivering efficient and effective administrative support, ensuring that robust office systems are in place.
- Embodying the Bishop's ministry of hospitality by welcoming callers, visitors and guests with warmth and generosity.
- Maintaining strong communication between the Bishop's Office, the Old Deanery, the Cathedral and the Diocesan Director of Communications & Engagement.

RESPONSIBILITIES OF THE BISHOP'S CHAPLAIN

1. **Supporting the Bishop's Ministry**
    - Support the Bishop's ministry across the Diocese, as well as regionally and nationally, by conducting research, preparing briefings for General Synod, House and College of Bishops meetings and various other national and county bodies on which the Bishop serves, and assisting in the preparation of material for speaking engagements.
    - Work with the Bishop's PA to ensure the Bishop's correspondence is kept up to date and that he is fully prepared for all engagements.
    - Represent the Bishop at events, meetings or task groups within the Diocese as required, engaging with individuals, parishes.
    - Carrying out any additional tasks the Bishop may reasonably request.

2. **Liturgical and Spiritual**
    - Support the Bishop in his ministry by regularly joining him for the Eucharist and Daily Office.
    - Prepare for services in the Bishop's chapel and acting as Sacristan.
    - Prepare Orders of Services and documents for licensings and episcopal services, ensuring the appropriate 'visit sheet' is readily available.
    - Serve liturgically as the Bishop's Chaplain as required.
    - Share responsibility for organising licensing and ordination services.
    - Oversee the issuing of licences and other legal documents by the Registry.
    - Officiate at parish services when invited to provide cover for holidays and vacancies, as time permits. Whilst there is no obligation to do so, this provides an opportunity for the Chaplain to maintain connections with the network of mission communities
3. **To be a member of the Bishop of Exeter's Senior Team**
    - Serve as a sounding board for the Bishop, providing a listening ear and constructive feedback.
    - Participate fully in Bishop's Staff meetings and the Bishop's Strategy Group.

- Facilitate positive relationships between the Bishop's Office, the Cathedral and the Old Deanery.
- Be an effective and proactive Office Team Leader, developing and maintaining the operational plan for the work of the office.
- Line manage the Bishop's Administrator and act as the functional line manager for the Bishop's PA.
- Ensure that the culture and behaviours of the office team reflect the Bishop's ministry of hospitality and welcome.

4. Pastoral and Administrative

- Assist in the Bishop's pastoral care of clergy and lay leaders.
- Draft correspondence as necessary, including initial enquiries, liaising with senior colleagues and drafting responses to informal complaints directed to the Bishop.
- Service the Bishop's Staff Meeting including making practical arrangements for residential meetings including producing agendas, supporting papers and minutes while also monitoring follow-up actions.
- Arrange invitations and attendance lists for Diocesan meetings of Rural Deans and Lay Chairs in consultation with the Bishop's Administrator; draft the agenda and collate supporting documents for these meetings.
- Serve as the Bishop's Data Protection Compliance Officer and Data Controller responsible for processing Subject Access Requests (SARs).
- Oversee applications under Canon C4.
- Consult the 'blue file' and senior colleagues to draft Clergy Current Status Letters (CCSLs) on behalf of the Bishop.
- Represent the Bishop on the Wellbeing Panel.
- Liaise with the Diocesan Secretary and the Director of People Services and Safeguarding in support of Bishop's Visitors and be the point of contact for the Dr Nobb's Charity.
- Oversee the storage and content of the confidential clergy "blue" files, ensuring compliance with best practices and guidance from the House of Bishops and PCR2 report.
- Act as the nominated representative for the National Clergy Database on behalf of the Bishop's Office ensuring all updates generated by the office are uploaded to both the national and diocesan databases.

5. Safeguarding

- Chair Core Group meetings whenever possible.
- Ensure adherence to the correct procedures regarding 'Safe to Receive' protocols.
- Facilitate effective communication between the Bishop and the Diocesan Safeguarding Advisor (DSA) as well as the Safeguarding Team.

- Represent the Bishop on the Diocesan Safeguarding Advisory Panel (DSAP).
- Serve the designated point of contact for the Bishop in dealing with any allegations made under Safeguarding Protocols and participate as a member of the Core Group as required.

6. Legal and Clergy Discipline

- Collaborate with the PAs to the Bishops of Crediton and Plymouth in issuing of Permissions to Officiate, reviewing Clergy Personal Files and overseeing the central Diocesan Register of clergy with Permission to Officiate.
- Review all Clergy Personal Files entering and leaving the Diocese.
- Communicate with the Registry on matters relating to the Clergy Discipline Measure, draft official letters and ensure that the Bishop undertakes all necessary actions required under the Measure within the specified timetable.
- Oversee applications for Canon C4 faculties.
- Oversee applications for Overseas Permission to Officiate when needed.

The Bishop of Exeter is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. As the Bishop's personal representative with individuals and in the Diocese of Exeter at particular events/meetings, the postholder must share this commitment. In addition, due to the need to assist the Bishop of Exeter on parish visits, involvement in services, and coming alongside others to explore vocations, or pastorally this role is subject to a satisfactory Enhanced DBS Check.

CAPABILITIES AND PERSONAL QUALITIES

- Be episcopally ordained priest 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
- Be able to work collaboratively within a close-knit team, to share information and to be a cohesive and supportive presence
- Be adaptable, flexible and able to prioritise in the face of a shifting set of demands and deadlines
- High level of organisational skill and the ability to coordinate large amounts of personal information
- Ability to maintain absolute confidentiality, to be courteous and approachable
- Flexible approach to duties and working hours, including assisting at and attending occasional evening/weekend functions
- Ability to be pastorally sensitive in relating to clergy, church officers and the wider community.
- Competence in the use of all aspects of Microsoft Office including Word, Outlook and Excel
- Good liturgical knowledge in the drawing up of services

- As part of the Bishop's Personal Staff to take a turn in doing routine tasks: welcoming visitors, answering phone calls, photocopying, making tea etc.
- Good general standard of education, with a high standard of literacy
- Be able to admit mistakes and learn from them
- Professional personal appearance
- Hold a full current driving licence and access to own transport

GENERAL CONDITIONS

Standards of Behaviour and Conduct

The Bishop's Chaplain, like all staff members, is expected to always conduct themselves with respect for others and in a manner that reflects the dignity of their role as an employee of the Church and a professional.

Spiritual and Professional Growth

The Bishop's Chaplain is expected to have a Spiritual Director, participate in an annual retreat, attend Continuing Ministerial Development (CMD) events and take part in the annual Bishops' Chaplains' Conference.

Other Commitments

To promote a healthy and balanced ministry and lifestyle, it is recognised that the Bishop's Chaplain may wish to undertake responsibilities within the Diocese and local community that fall outside this role description. Such commitments should be discussed and agreed with the Bishop prior to acceptance. In cases of conflicting time or interests, priority will be given to supporting the Bishop's work.

Health and Safety Responsibilities

Like all staff members the Bishop's Chaplain must understand and accept the legal responsibilities imposed by the Health and Safety at Work Act, ensuring that that they do not endanger themselves or others. Additionally, they are required to comply with the Management of Health and Safety at Work Regulations by co-operating with colleagues and management in maintaining a safe working environment. Therefore, the Bishop's Chaplain will:

- Read, understand and adhere to the Health and Safety policy.
- Familiarise themselves with the accident and emergency procedures specific to the site.
- Review and understand the findings of any risk assessments which might affect their role.
- Promptly inform their manager of any health or safety deficiencies, dangerous situations or near misses.
- Set a positive personal example regarding health and safety practices.

Confidentiality

The Bishop's Chaplain must not disclose any information acquired in the course of their duties unauthorised individuals without the express permission of the Bishop.

TERMS OF EMPLOYMENT

Salary

The salary for this post is £32,672 (equivalent to that of a residentiary Canon in the Diocese of Exeter).

Pension Contributions

Non-clergy staff are automatically enrolled in the Pension Builder 2014 Pension Plan (PB2014) in accordance with legislation, unless they choose to opt out. Clergy who are already members of the Church of England Funded Pensions Scheme (CEFPS) have the option to either remain in that scheme or join the PB2014 scheme.

Accommodation

Housing will be provided at no cost including exemptions from rent, council tax and water rates, located a short distance from the Bishop's Office. The Bishop's Chaplain will occupy this accommodation under a licence from its owners, the Diocesan Board of Finance. Additionally, removal expenses will be covered, along with a resettlement grant currently set at £2867. Permission may be granted to a Chaplain to live in his or her own property. However, if this is the preferred option, no housing allowance is available.

Hours of work

The role demands a time commitment comparable to that if a parish priest. Generally, the Bishop's Chaplain will be expected to participate in morning and evening worship and maintain regular office hours from 9.00am to 5.00pm with a break for lunch. Some evening commitments may be required. The designated rest day is usually Saturday, though there may be occasional Saturday duties, in which case an alternative day off can be arranged. It is crucial that the Bishop's Chaplain is typically available when the Bishop is in the office, given the demands on the Bishop's diary.

Annual Leave

The Bishop's Chaplain is entitled to 36 days of paid annual leave per leave year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December. When planning leave, the Bishop's Chaplain must consider the Bishop's own dates for leave and those of the administrative staff to ensure adequate coverage in the Bishop's Office.

Notice

During the probationary period either party may terminate employment by providing one month's written notice, or by the employer offering pay in lieu of notice. Upon confirmation of your appointment, the notice period will be extended to three months for either party, or the employer may offer pay in lieu of notice. In cases of summary dismissal due to gross misconduct, employment will be terminated without notice.

Probationary period

There will be a probationary period of six months.

Contract

Subject to the completion of the six-month probationary period, the Chaplain will be granted the Bishop's General Licence under Seal.

Appraisal

An annual appraisal will be conducted by the Bishop, alongside a Ministerial Development Review every two years, facilitated by one of their senior colleagues.