



SENIOR CHAPLAIN TO THE BISHOP OF PETERBOROUGH

Role Description and Person Specification

Role Title:	Senior Chaplain to the Bishop of Peterborough
Location:	Bishop's Office, The Palace, Peterborough, PE1 1YB
Accountable to:	The Bishop of Peterborough
Working hours:	35
Contract Type:	Permanent
Job Grade:	£34,069 (Residentiary Canon salary for Peterborough)
Probationary Period:	Six months
Provision of Housing:	Yes

The Bishop of Peterborough

Bishop Debbie has been the Bishop of Peterborough since December 2023 and was previously the Bishop of Southampton. She is supported by the Bishop of Brixworth, a post that is currently in vacancy with the plan to appoint early in 2026. Bishop Debbie is a member of the House of Lords and is Lead Bishop working on 'Trustworthiness in the Church of England'.

Diocese of Peterborough

The Diocese of Peterborough covers 1,166 square miles and includes the counties of Northampton and Rutland as well as a small section of Cambridgeshire, where the City of Peterborough is found. Just under a million people live in the diocese in a rich variety of urban and rural contexts. 2025 has seen us begin to develop a missional strategy and there is much enthusiasm to find ways in which we can work together to extend God's Kingdom and see lives transformed.

The main role of the chaplain is to assist the bishop in supporting the churches, chaplaincies, schools and communities across the diocese. We wish to appoint a prayerful and spiritually mature priest, who is theologically able, liturgically sensitive, administratively efficient and who will share and promote the vision of the diocese, with strong communication skills, an understanding of the ways in which the Church of England functions and who can build trust and confidence across a wide variety of stakeholders.

Main duties and responsibilities

General

- To support the bishop in a range of areas, such as liturgical, missional and pastoral.
- To be a member of the Bishops Management Group (senior staff meeting)
- To draft correspondence as necessary and to reply to emails on behalf of the bishop
- To act as the bishop's representative at events/meetings and on task groups when required
- To maintain and update the bishop's guidelines and to advise clergy on any queries
- To act as the contact for and to support the work of health, military, schools and prison chaplains
- Alongside the Bishop's PA to ensure that the bishop is fully and appropriately briefed for engagements and meetings, and to prepare briefing papers for House and College of Bishops meetings and General Synod.
- To maintain and build on the network of contacts for the bishop in relation to the civic, commercial, educational and institutional life throughout the diocese.
- To act as a confidential sounding board for the bishop
- To attend meetings of the Bishops' Council and Diocesan Synod, ensuring points are taken forward and that members of the bishops' office are aware of any actions and developments
- To play an active role in the Crozier network of chaplains

Pastoral

- To assist in the bishop's pastoral care of clergy and lay leaders, and to maintain an up-to-date list of individuals who are sick or in need of prayer
- To act as the point of contact and provide support to the bishop's visitors and advisers
- To coordinate support to clergy, survivors of abuse, complainants, respondents, etc
- To represent the bishop on the diocesan Deliverance Ministry team

Administration/Legal

- To oversee the administration of licenses and other legal documents, liaising with the Registrar
- To collaborate with the PA to the Bishop of Brixworth in issuing Permissions to Officiate and OPTOs
- To ensure adherence to correct procedures regarding safe-to-receive protocols
- To oversee applications under Canon C4
- To draft CCSLs for the bishop, having consulted the clergy file, senior colleagues and safeguarding
- To review clergy files both on arrival from another diocese and when sending on to other dioceses

Safeguarding

- To facilitate effective communication between the bishop, DSO and safeguarding team
- To represent the bishop on DSAP
- To act as point of contact for the Bishop in dealing with any allegations made under safeguarding protocols

- To participate as a member of core groups as required

Person Specification

We are looking for a clerk in Holy Orders who will:

- Demonstrate a deep and secure faith with a pattern of prayer that shapes their life
- Have strong people skills, and be able to work well in a team
- Honour the breadth of traditions across the Diocese
- Be liturgically sensitive and skilled
- Have the ability to offer effective pastoral work, showing tact and diplomacy and maintaining strict confidentiality
- Have strong organisational skills
- Be a competent communicator, both in written and oral form
- Have the ability to follow processes rigorously where necessary and to be flexible
- Demonstrate a calm approach to work, even when life gets hectic
- Be able to offer good judgment and discernment in both pastoral and disciplinary contexts
- Have a positive and pragmatic approach to problem-solving
- The ability to understand and interpret the relevant elements of Canon Law
- Support the Bishop in her work and act as a sounding board
- Enjoy the variety of the role and see it as their own calling to support the mission of the diocese

Additional Information

Annual Leave

36 days paid annual leave per annum, including bank holidays. The leave year runs from 1st January to 31st December.

Notice Period

The notice period during probation is two weeks and is extended to one month once the appointment is confirmed.

Pension Contribution

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the PB2014 scheme.

Bishops Staff have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the (PB2014) scheme. Please note that insurance cover is not necessarily automatic, and that underwriting may be required by the schemes in some instances (for example, if you do not join the scheme at the first available opportunity or opt out of the scheme and subsequently re-join). Cover will be subject to any terms and conditions laid down by the insurance company.

As we are a member of the Armed Forces Covenant, we welcome applications from those who have served in our Armed Forces and their families.

We are committed to building a culturally diverse workforce. As part of this commitment, we welcome applications from people regardless of their background. As a Disability Confident committed employer, it is important to note that there may be occasions where it is not practical or appropriate to interview all disabled applicants who meet the minimum criteria (Where applicable, depending on post requirements) due to high volume. We limit the number of interviews conducted to five applicants per open post we advertise.