

DIOCESE OF EXETER

Grow in Prayer | Make New Disciples | Serve the People of Devon with Joy

ROLE DESCRIPTION AND PERSON SPECIFICATION

DETAILS	
Role Title	Anglican Chaplain – Plymouth University
Department	Diocesan Board of Education
Reports to	Director of Education
Salary/Rate	£17,239 - £26,640
Contract Type	Part-time (0.5FE)
Hours	18.125 per week
Normal Place of Work	Plymouth University, Plymouth PL4 8AA with frequent working at evenings and weekends.
Responsible for	N/A
Date of Issue	July 2019
NATURE OF WORK	
<p>Role Purpose:</p> <p>The Anglican chaplain is a member of the chaplaincy team, accountable to the University through the Multi-Faith Pastoral and Spiritual Care Co-ordinator. The Anglican chaplain is employed and appointed by the Diocese of Exeter to become part of the Chaplaincy team of the University as an associate member of staff of Plymouth University.</p> <p>The responsibilities of the Anglican Chaplain include:</p> <ul style="list-style-type: none"> ▪ To encourage and bear witness to the Christian faith within the University community. ▪ To be available to provide pastoral support to all students and staff regardless of faith or lack of faith. ▪ To be available to give religious advice within the University when required, particularly concerning the Church of England. ▪ To represent the Chaplaincy and the University as appropriate within Anglican structures (e.g. Deanery chapter). 	
<p>Key Aspects of Role:</p> <p>The University Chaplain role requires a high degree of proficiency across the domains of:</p> <ul style="list-style-type: none"> ▪ Working with people of all faiths or none and other Christian denominations ▪ Working with and supporting people of all ages and cultures ▪ Pastoral support and guidance for university students and young adults 	

- Team working and collaboration across University Departments
- Relationship building and multi society working
- Communicating and engaging in secular environment
- Mental health and Wellbeing

The University Chaplaincy role will be required to apply for an Enhanced disclosure certificate from the Disclosure and Barring Service in connection with this role.

Key Relationships:

The role is accountable to the University through the Multi-Faith Pastoral and Spiritual Care Co-ordinator and reports to the Diocesan HE Advisor and the Bishop of Plymouth. The role will work closely with:

- The Bishop of Plymouth
- Diocesan HE Advisor
- Mission & Ministry Vocations Development Officer
- Spiritual Care Co-ordinator
- Student Union representatives and other student societies, sports teams etc.
- Christian Union members
- University Counsellors
- Wellbeing Support Officers
- Learning Support Officers
- International Student Advisers
- Other Anglican HE Chaplains in the Diocese

Role Area	Main Duties and Responsibilities
Chaplaincy	<ul style="list-style-type: none"> ▪ Contribute to the good running of the chaplaincy including staffing the chaplaincy. ▪ Run discussion groups concerning the Christian faith (such as Christianity Explored or Alpha), faith issues or current affairs. ▪ Contribute to the social programme of the chaplaincy and developing new events. ▪ Develop charitable and social action projects, eg, the annual chaplaincy recycling project each summer. ▪ Develop chaplaincy work to the university student societies, eg sports teams, and within the wider remit of the University, eg Peninsula Arts. ▪ Work with the coordinating chaplain to organise events such as Multi –Faith Week, the University Carol Service and other services as appropriate.

	<ul style="list-style-type: none"> Help to organise and publicise chaplaincy lectures on faith and variety of academic subjects but especially faith and science.
Relationship Building and Faith	<ul style="list-style-type: none"> Liaise with the Staff and Postgrad Christian Fellowship. Work with the various student societies that use the chaplaincy building to discuss issues of life and faith. Liaise with student religious societies and from time to time attending meetings especially (but not exclusively) the Christian Union. Liaise with UPSU (the university student union) and developing a good working relationship with both the paid staff and the sabbatical officers. Work with other university departments but especially those involved in caring for students such as those with Learning Support and Wellbeing and International Students' Advice.
Mission and Ministry	<ul style="list-style-type: none"> Work with the Mission and Ministry Vocations Development Officer, who in collaboration with the Youth Mission Advisor, and other University Chaplains to help develop a strategy for encouraging younger vocations.
Training and Resources	<ul style="list-style-type: none"> Take students away on pilgrimage or to Christian conferences such as Soul Survivor or Greenbelt.
Information Management	<ul style="list-style-type: none"> Ensure accurate and up to date material on local Anglican churches is available for students and staff through leaflets and online. Publicise chaplaincy open events and make known the value of the work of the chaplaincy to the local Anglican community. Write and circulate seasonal thoughts by e mail and through social media at special times of the year especially Advent and Lent. Liaise with the Spiritual Care Co-ordinator to keep accurate notes, correspondence and records and place on file as appropriate. Ensure information management systems and policies are adhered to, including GDPR and Data Protection.
Policies and Procedures	<ul style="list-style-type: none"> Commit to the policies and procedures of the Multi –Faith Team. Understand and adhere to all EDBF policies and procedures as outlined in the Employee Handbook. Understand and adhere to the EDBF Social Media Policy.
Training and Safeguarding	<ul style="list-style-type: none"> Attend University induction course and new chaplains' conference (organised by C of E HE Adviser), and continue to be involved in the Diocesan HE network.



	<ul style="list-style-type: none"> ▪ Safeguarding training to level C4 and other appropriate safeguarding training and awareness as directed. ▪ Understand and adhere to all University and Diocesan safeguarding policies, procedures and practices.
Equality and Diversity	<ul style="list-style-type: none"> ▪ Role model inclusive behaviours in day to day working practices. ▪ Work in accordance with diocesan policies of equal opportunity.

PERSON SPECIFICATION

The following areas outline what qualifications, training, experience and technical abilities the applicant will need to demonstrate.

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> ▪ An Anglican priest in good standing. ▪ A degree or equivalent qualification in Theology or ▪ A degree in teaching or ▪ Other training from recognised organisations or training providers relating to working with vulnerable adults or young people with learning difficulties. 	<ul style="list-style-type: none"> ▪ Coaching qualification.
Experience	<ul style="list-style-type: none"> ▪ Experience at incumbent level or ▪ Experience of working as a Christian Faith adviser in a secular environment ▪ Experience in providing pastoral support to young people or mentoring young people. ▪ Proven organisational skills, using initiative to plan and prioritise workload and work without supervision, responding flexibly to local circumstances. ▪ Experience of working as a key member of a team demonstrating excellent interpersonal skills and a collaborative style of working. 	<ul style="list-style-type: none"> ▪ Experience as a trainer or facilitator in either a Church or community context. ▪ Experience of managing people and resources.
Technical	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills; able to assimilate and express concepts accurately, to articulate effectively and adapt style to suit different audiences. ▪ Understanding of the Church of England, its parochial system and the wider organisation of the Diocese. ▪ Understanding of the factors contributing to healthy Church. ▪ Able to reflect theologically on the reasons why situations are as they are and identify drivers for change. 	

	<ul style="list-style-type: none"> Strong IT skills, including excellent knowledge of PowerPoint, Excel, Word, Outlook and file management systems. 	
General Requirements	<ul style="list-style-type: none"> Welcome visitors and receive incoming enquiries and telephone calls, dealing promptly and courteously with enquires. Ensure all health and safety instructions are followed and that care is taken to ensure safety for self and colleagues, reporting concerns immediately. Sensitive to the different cultures, traditions and activities within the Church and maintain a consistent approach to clergy and non-clergy matters. Understand how the belief systems which shape the life of the Church may affect safeguarding work in the Church of England. Commitment to anti-discriminatory practices within the Church of England's legal context. 	
Personal Requirements	<ul style="list-style-type: none"> A living commitment to follow Jesus Christ. Fully support the aims and ethos of the Diocese of Exeter and of the mission and ministry of the Church of England. A full driving licence. Able to provide own transport for attending meetings across the diocese. 	

ROLE COMPETENCIES

The following impact areas outline the typical strengths, abilities and behaviours expected to fulfil the role.

Setting Direction	Seeing the Big Picture:	<ul style="list-style-type: none"> Understand how own work supports the work of the Mission & Ministry Team, the work of the University and surrounding areas of Plymouth and the wider diocese. Understand the local socio-economic context within which the University operates and how the diverse and different backgrounds of students affect and influence their Faith. Understand the roles and responsibilities of all other team members and key personnel in the EDBF, the University and Student bodies/societies. Keep up to date with issues that affect own work are and share with colleagues. Show professional curiosity and interest in expanding knowledge in areas related to own work.
	Changing and Improving:	<ul style="list-style-type: none"> Respond positively and quickly to new situations and ideas and adopt a proactive and entrepreneurial approach to implementing change, encouraging others to do the same. Able to provide creative solutions to problems and overcome barriers to delivery. Give and receive feedback and regularly review own work to learn from experience and improve personal contribution to the Chaplaincy team and support provided to the University students. Take the initiative to suggest new ways of working to improve and develop the service provision of the Chaplaincy Team and wider Mission & Ministry Team. Adopt a flexible and adaptable approach to ways of working to aid collaboration and cooperation with the Chaplaincy Team, the University, Student bodies/societies and the wider Mission & Ministry Team.
	Making Effective Decisions:	<ul style="list-style-type: none"> Gather, verify and assess all relevant and available information to gain accurate understanding of situations; seek advice and further information when unsure how to proceed. Clarify own understanding and needs and expectations of team and others before making decisions. Take responsibility for making effective and fair decisions in a timely manner and know the limits of own authority within the role. Explain how decisions have been reached in a clear and concise way both verbally and in writing.

		<ul style="list-style-type: none"> ▪ Able to spot and deal with issues as they occur, demonstrating consideration of all options, costs, risks and wider implications.
Engaging People	Leadership:	<ul style="list-style-type: none"> ▪ Learn to anticipate the needs of Chaplaincy Team, key EDBF and University employees and student representatives. ▪ Act in a manner consistent with the values of the organisation and proactively role model and promote high standards of practice and behaviour in the mission field and in the workplace. ▪ Be confident in handling challenging and sensitive situations and seek support and advice of manager when necessary. ▪ Report to Development Team Leader any concerns or issues which arise during the course of employment, especially relating to any inappropriate/unacceptable behaviours or conduct of colleagues or external contacts.
	Communicating and Influencing:	<ul style="list-style-type: none"> ▪ Ensure effective written, verbal and IT communication with the Development Team, other key EDBF employees and key personnel and students within the University. ▪ Engage with colleagues and actively participate in team communications and team meetings. ▪ Communicate with others in a clear, honest and positive way to build trust and handle challenging conversations with confidence and sensitivity. ▪ Monitor the effectiveness of own communications and take action to improve where necessary. ▪ Able to listen and value different ideas, views and ways of working and assimilate and express concepts accurately and succinctly both verbally and on paper. ▪ Respond constructively and objectively to comments, questions and feedback on performance and take action to improve where necessary.
	Working Together:	<ul style="list-style-type: none"> ▪ Build effective relationships with the Chaplaincy Team, the Mission & Ministry team, key EDBF employees and with staff and students across the University. ▪ Understand own and others areas of responsibility, and be accountable for own work and show awareness of the impact of own work on the Chaplaincy Team and Mission and Ministry Team, the wider EDBF and the University. ▪ Identify opportunities to share knowledge, information and learning with the Chaplaincy Team, Mission and Ministry Team and across the EDBF, University and Student bodies/societies. ▪ Remain approachable to all colleagues and students, work collaboratively and show interest in others.

		<ul style="list-style-type: none"> Exhibit diplomacy, tact, patience, flexibility and a sense of humour. Take responsibility for own health and wellbeing and offer support and help to colleagues when in need.
Delivering Results	Developing Self and Others:	<ul style="list-style-type: none"> Able to identify gaps in own and team's skills and knowledge and help develop relevant training and support for self and others. Seek learning and training opportunities and agree a personal development training plan, and support the development plans of team members. Delegate work as appropriate to aid learning and development of others, giving support and oversight when needed. Able to recognise signs of stress in oneself and in others, offer help and support to others and seek manager's support for self.
	Managing a Quality Service:	<ul style="list-style-type: none"> Maintain a 'can do' and organised approach to own work, prioritise workload, exercise initiative, work independently as required. Understand the varying needs of the Chaplaincy Team, the Mission and Ministry Team and the wider EDBF and University to provide appropriate advice, guidance and support. Follow relevant policies, procedures and legislation to complete own work; identify areas and make suggestions for policy and process improvements to managers. Be reliable and conscientious and maintain a consistent approach to clergy and non-clergy administrative support.
	Delivering at Pace	<ul style="list-style-type: none"> Regularly review success of activities against own goals and identify barriers to progress and delivery of Chaplaincy support. Engage and support others in the team to reach shared goals, review own and team priorities and workloads to ensure timely delivery of project and administrative support. Remain focused on delivery and ensure correct tools and resources are available to do the job. Use own knowledge and expertise to identify what is critical to success and improving quality of work. Able to work and remain calm under pressure when addressing conflicting priorities and deadlines; keep managers and team updated on how work is progressing.