1. **Job Description**

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| **Job Title:** | University Chaplain |
| **Faculty/Centre:** | Directorate |
| **Department/Service:**  **Location:** | Chaplaincy  Nuffield Centre |
| **Position Reference No:** | SECD0001 |
| **Cost Centre:** | 45806 |
| **Responsible to:** | Through the Coordinating Chaplain to a member of the University Directorate and to the Archdeacon of Portsdown in the Diocese of Portsmouth. |
| **Responsible for:** | Collaborative working within the Chaplaincy Team |
| **Effective date of job description:** | February 2018 |

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| **Purpose of Job:** |
| As a member of the ecumenical University Chaplaincy team to resource staff and students by helping them relate their work to their beliefs through reflection on faith, justice and integrity. |

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| **Key Responsibilities:** |
| As a member of the University Chaplaincy team:  Pastoral and spiritual care   1. To respond to needs arising in the life of students and staff by offering pastoral care, spiritual direction and an integrated approach to self-development. 2. To work with other support and advice services from within and beyond the University to provide emotional, psychological and spiritual support irrespective of race, colour, creed, gender or sexual orientation. 3. To participate in the ‘on call’ emergency service offered as part of the University’s support for its staff, students and their families. 4. To share in the planning and conduct of regular and occasional acts of worship as deemed appropriate in the University.   Faith and learning   1. To engage with students and staff of all faiths and none with a view to raising questions about the values and beliefs that affect the way we use knowledge and research. To encourage any student in their journey of faith. 2. To offer a theological perspective to the teaching and learning activity within the University by responding to needs as they arise or by providing additional informal or formal educational input. 3. To participate fully in the planning, organisation, and administration of Chaplaincy programmes in education (including induction), care and action.   University and chaplaincy life   1. To collaborate with all team members in the planning, organisation and administration of the work undertaken in pursuit of the Chaplaincy’s mission and in accordance with its corporately agreed strategic priorities. 2. To work within the team’s agreed procedures and protocols for the maintenance of best practice in the service of Chaplaincy and all other university departments. 3. To establish a pattern of study and reflective practice in order to learn about the structures and systems of the University and thus be a more effective resource within and between departments. 4. To visit the academic, support, administrative and residential centres of the institution in order to gain insight into the Higher Education enterprise. 5. To become familiar with and maintain good relations with student organisations as a way of appreciating opportunities, constraints and challenges faced by students. 6. To develop a professional approach to practice, procedures and protocols in Higher Education chaplaincy through reflective practice, membership of appropriate bodies, participation in conferences, seminars and workshops as agreed with the Chaplaincy Team and through other networks (virtual and otherwise) in order to learn from the models and practices operated by other chaplaincies.   Building relationships within and between faith groups   1. To contribute variously to the annual Chaplaincy programme which regularly includes interdisciplinary and inter-faith discussions and projects, worship, and initiatives that serve to deepen understanding of faith traditions or promote action on justice, peace and the integrity of creation.   The Anglican Chaplain’s main function is to work ecumenically as above but s/he also holds the following responsibilities:   1. To advise chaplaincy colleagues and the University on matters relating to the Church of England, including assisting chaplaincy colleagues in scrutinising information from Anglican churches relating to invitations to attend events or offers of help with student support in the University. 2. To encourage and enable dialogue between Anglican organisations or their representatives and the University. 3. To maintain good relationships with the Diocese of Portsmouth and colleagues in Portsmouth deanery, and in particular to assist with planning new forms of ministry and mission among young adults. 4. To facilitate Church of England rites wherever required: funerals, baptisms, weddings, eucharists and occasional offices. 5. To engage with Anglican churches in identifying and supporting the needs of students within the institutional structures of the University community. 6. To be a focal point of communication for Anglican churches and Anglicans with the University. 7. To facilitate candidature for ministries within the Church of England by acting as advisor and, where invited, to tutor those who wish to explore a sense of call. 8. To supervise Church of England ministerial students on placement to the University Chaplaincy where agreed with colleagues. 9. To maintain and develop a spiritual life as appropriate to the chaplain’s own traditions of formation and worship. |

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| **Working Relationships:** |
| * University Chaplaincy Team * DCQE * Student Support and Advice Services * Faculty Academic and Support staff * Ethics Committees * Student Union Sabbatical Officers * Chaplaincy Reference Group * Chaplaincy related student societies * The Diocese of Portsmouth and especially colleagues in Portsmouth deanery * External faith communities |

1. **Person Specification**

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| **No** | **Attributes** | **Rating** | **Source** |
| **1.** | **Specific Knowledge & Experience** |  |  |
|  | A practicing member of the Church of England | E | AF, S |
|  | An awareness of the context of Higher and Further Education | E | AF, S |
|  | A good understanding of the support needs of students and staff irrespective of age, background, creed or race | E | AF, S |
|  | Experience of providing effective spiritual and pastoral support | E | AF, S |
|  | Practical experience of problem solving in challenging situations | E | AF, S |
|  | Experience of working with young people | D | AF, S |
|  | Experience of establishing effective relationships with stakeholders | D | AF, S |
| **2.** | **Skills & Abilities** |  |  |
|  | An ability to communicate effectively with people at all levels within and outside the University community | E | AF, S |
|  | Willingness to work in an ecumenical environment | E | AF, S |
|  | An ability to communicate and to translate ideas into action | E | AF, S |
|  | An ability to understand and engage with complex structures and relationships within Higher Education and to reflect these back to the HEI | E | AF, S |
|  | An ability to manage time effectively | E | AF, S |
|  | Advanced team working skills in order to create a sense of unity and common purpose within the ecumenical team | E | AF, S |
| **3.** | **Qualifications, Education & Training** |  |  |
|  | Ordained, licenced lay minister or in training for lay ministry | E | AF |
|  | Evidence of educational competence, e.g. NVQ IV equivalent or higher | E | AF |
|  | Enhanced DBS disclosure | E | Certificate |
|  | Degree, preferably in Theology, Pastoralia, Chaplaincy or related subject | D | AF |
|  | University recognised First Aid certificate | D | AF |
| **4.** | **Other Requirements** |  |  |
|  | Self-motivation and enthusiasm | E | AF, S |
|  | Ability to work independently as well as part of a team | E | AF, S |
|  | A commitment to continuous professional development | E | AF, S |
|  | Flexible, creative, innovative and non-judgmental | E | AF, S |
|  | Strength of character and integrity | E | AF, S |
|  | Continuous pursuit of high standards and excellence | E | AF, S |
|  | An ability to inspire confidence in others | E | AF, S |
|  | Emotional intelligence | E | AF, S |
|  | Commitment to motivating others to explore their spirituality | E | AF, S |
|  | Enjoyment of teaching and interacting with both large and small groups | D | AF, S |

**Legend**

Rating of attribute: E = essential; D = desirable

Source of evidence: AF = Application Form; S = Selection Programme (including Interview, Test, Presentation, References)

**JOB HAZARD IDENTIFICATION FORM**

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| **Please tick box(s) if any of the below are likely to be encountered by the applicant. This is in order to identify potential job related hazards and minimise associated health effects as far as possible. Please use** [**this link**](http://www.port.ac.uk/departments/services/humanresources/occupationalhealthservice/JobHazardInformation/) **for further information which should be considered by managers, employees and job applicants.** | | | |
| 1. International travel/Fieldwork |  | 13. Substances to which COSHH regulations apply (including microorganisms, animal allergens, wood dust, chemicals, skin sensitizers and irritants) |  |
| 1. Manual Handling (of loads/people) |  | 14. Working at height |  |
| 1. Human tissue/body fluids (e.g. Healthcare workers, First Aiders, Nursery workers, Laboratory workers) |  | 15. Working with sewage, drains, river or canal water |  |
| 1. Genetically Modified Organisms |  | 16. Confined spaces |  |
| 1. Noise > 80 DbA |  | 17. Vibrating tools |  |
| 1. Night Working   (between 2200 hrs and 0600 hrs) |  | 18. Diving |  |
| 1. Display screen equipment | √ | 19. Compressed gases |  |
| 1. Repetitive tasks (e.g. pipette use, book sensitization etc) |  | 20. Small print/colour coding |  |
| 1. Ionising radiation/ non-ionising radiation/lasers/UV radiation | | 21. Contaminated soil/bio-aerosols |  |
| 10. Asbestos and lead | | 22. Nano-materials | |
| 11. Driving on University business (mini-bus, van, bus, forklift truck etc) | | 23. Stress Workplace Stressors (e.g. workplace demands, role clarification, relationships etc) √ | |
| 12. Food handling | | 24. Other (please specify) | |

**Completed by Line Manager/Supervisor:**

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| **Name (block capitals)** |  |
| **Date** |  |
| **Extension number** |  |

Managers should use this form and the information contained in it during induction of new staff to identify any training needs or requirement for referral to Occupational Health (OH).

Should any of this associated information be unavailable please contact OH (Tel: 023 9284 3187) so that appropriate advice can be given.