

JOB DESCRIPTION

| | |
|------------------------|---|
| <u>Post Title:</u> | Chaplain |
| <u>Purpose:</u> | To be responsible for chaplaincy work in the college. |
| <u>Salary:</u> | Salary is based on the Sixth Form Colleges Association Support Staff pay spine from points 16 – 18. Currently £26,736 to £28,499 (actual amount £22,869 to £24,335). |
| <u>FTE:</u> | Full time, 37 hours per week, term-time only (0.8554 FTE) |
| <u>Responsible to:</u> | The Principal through the Deputy Principal, Student Services. |
| <u>Liaising with:</u> | Relevant staff with cross college responsibilities, e.g. Senior Management Team, College Management Team, teachers within the department and faculty, Personal Tutors and support staff. Students, local parishes, Salford Diocese and appropriate Church groups. |

Main Duties and Responsibilities

- To work with the EDI Manager in support of Mary Ward values, College-wide
- To work with the Sustainability & Environment Manager to engage with student population on sustainability matters and projects
- To encourage and nurture spiritual and religious development of students and staff at the College.
- To celebrate the Catholic ethos and IBVM heritage of the College
- To empower students to recognise the joy of the gospel and become disciples.
- To evangelise in a fresh and creative way, finding new ways for the Gospel to encourage and challenge students and staff.
- To build strong relationships with students and staff in order to promote collaborative and peer ministries.
- To co-ordinate, lead and work closely with the Chaplaincy Team
- To co-ordinate termly meetings of the Chaplaincy Advisory group.
- To attend RE meetings, contribute to RE Department development plan, and contribute to general RE Departmental lessons promoting the work of the chaplaincy and the ethos of the College.
- To take an inclusive approach to Chaplaincy.
- To liaise with the Head of RE in developing the General RE course where it can further the work of the chaplaincy and ethos of the college, and contribute to general RE lessons promoting the work of the chaplaincy and the ethos of the college when appropriate.
- To hold responsibility for the Chaplaincy area (Chaplaincy room, Chapel and the Prayer Room).
- To be responsible for regular liturgical provision in the College.
- To be responsible for special liturgies based on the Church's calendar and when particular circumstances demand (Easter, Christmas, leavers celebration, at times of bereavement)
- To provide opportunities for students and staff to develop in their prayer life.
- To work closely with the College charities group in promoting charitable actions and activities throughout the College.

- To contribute, alongside Senior Management to assemblies when required.
- To promote an understanding of Ignatian spirituality with staff and students in the College.
- To contribute to the college marketing team visiting local high schools, strengthening links with them and promoting the work of the chaplaincy.
- To use modern technology to find new ways for Chaplaincy to engage students and staff
- To promote equality in line with college policy.
- To participate in residential activities and retreats with the students.
- To co-ordinate and accompany students on the annual Lourdes pilgrimage, and trip to Rome.
- To engage and support the pastoral and spiritual activities of the Diocese and by the Institute.
- To build positive and collaborative relationships between the college and local parishes, community and youth organisations and partnership high schools.
- To develop and maintain links with Loreto English Education Network (LEEN).
- To attend and participate in college Open days/taster days/ NSDs and other cross college events as appropriate, with the focusing of raising the profile and awareness of chaplaincy.
- To establish and maintain a presence around student communal areas.

Staffing

Staff Development

- To take part in staff development as appropriate.
- To take part in the College's Professional Development Review process.
- To contribute towards the staff development of other staff as appropriate.
- To contribute towards the induction of new staff as appropriate.

Deployment of Staff

- To work as part of a team and to ensure effective working relations.

Quality Assurance

- To follow college policies in all appropriate areas.
- To set and develop targets pertaining to the work of the chaplaincy and chaplaincy team.
- To contribute to the college self-assessment procedures where appropriate.

Communications

- To share with local parishes, Salford and Shrewsbury Dioceses and appropriate Church groups of the chaplaincy work within the college.
- To publicise and communicate charity activities to the whole college community; including governors via the Principal.
- To explore links with local organisations who could contribute to our charitable works.
- To attend meetings, where appropriate, in accordance with the college schedule.

Pastoral

- To offer support to students and staff where appropriate, working as part of the college pastoral team.

Other

- To support the aims and objectives of the College.
- To attend meetings as appropriate.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.

- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION: CHAPLAIN

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should, therefore, address the person specification in his/her written application and where appropriate you should give examples of how you meet the criteria.

| | Essential | Desirable | Method of Assessment |
|--|-----------|-----------|------------------------|
| Experience | | | |
| Experience of counselling | | ✓ | Application, Interview |
| Experience of organising Assemblies/Liturgies | | ✓ | Application, Interview |
| Experience of working within an educational and diocesan context | | ✓ | Application, Interview |
| Experience of working with young people | ✓ | | Application, Interview |
| Skills and Knowledge | | | |
| Excellent organisational and administrative skills | ✓ | | Interview |
| The ability to recognise and appreciate the confidential nature of some work undertaken and work to college policies regarding confidentiality | ✓ | | Interview |
| Ability to empathise with 16-19 year olds within a college situation | ✓ | | Interview |
| Ability to empathise with 11-16 year olds in a high school situation | ✓ | | Interview |
| A clear understanding of developments in post-16 education | | ✓ | Application, Interview |
| Ability to prioritise a demanding and changeable workload | ✓ | | Interview |
| High level of literacy/communication skills | ✓ | | Application, Interview |
| Ability to adapt quickly to new environments/technologies | ✓ | | Interview |
| Ability to meet deadlines | ✓ | | Interview |
| Excellent presentational skills orally and written | ✓ | | Application, Interview |
| Ability to relate well with staff and students | ✓ | | Interview |
| Ability to motivate staff and students | ✓ | | Interview |
| Good team working skills | ✓ | | Interview |
| Ability to lead a meeting | | ✓ | Interview |
| Ability to innovate | | ✓ | Interview |
| Evidence of commitment to Continuous Professional Development | ✓ | | Application, Interview |
| Qualifications | | | |
| Level 4 (degree level) qualification or equivalent in an appropriate subject | ✓ | | Application, Interview |
| IT qualification to level 2 or higher | | ✓ | Application, Interview |
| Intermediate Counselling qualification | | ✓ | Application, Interview |
| Attitude and Impact | | | |
| Positive attitude | ✓ | | Interview |
| Smart in appearance and manner | ✓ | | Interview |
| Flexibility and a readiness to undertake a wide range of tasks | ✓ | | Interview |
| Ability to work outside normal office hours on occasions | ✓ | | Interview |
| In sympathy with the Catholic ethos of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others | ✓ | | Interview |
| Personal | | | |
| Practising Catholic * | ✓ | | Application, Interview |
| Enhanced DBS Clearance # | ✓ | | Pre-employment check |
| Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK) | ✓ | | Interview |
| # to follow an initial offer of employment | | | |
| <i>The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.</i> | | | |

*** In order to comply with the religious ethos of the college this is a Genuine Occupational Requirement under the Employment Equality (Religion or Belief) Regulations 2003.**

SALARY AND CONDITIONS OF SERVICE

This is a term-time only contract, working 37 hours per week. **You will however, on occasions, be required to work outside these hours to meet the requirements of the college.**

| | |
|--|---|
| Start Date | September 2022 |
| Closing date | Closing date for receipt of applications is 10am on 12th August 2022 . We will not be able to accept applications after this date, except in exceptional circumstances. |
| Salary | Salary will be on the Sixth Form Colleges' Support Staff Scale, points 16 – 18. Currently £26,736 to £28,499 (actual amount £22,869 to £24,335). |
| Interview date | It is anticipated that interviews will be held week commencing 19th August 2022 and candidates will be contacted by telephone/email. Please therefore ensure this information is included in your application, along with any dates when you are not available for interview. |
| Payment | Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise. |
| Pension Scheme | You will automatically become a member of the Greater Manchester Pension Scheme (unless you opt-out). |
| DBS Clearance and safeguarding checks | This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks. |
| Rehabilitation of Offenders Act 1974 | The nature of this post means that you are exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. You are not, therefore, entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act. If you are appointed to the post, failure to disclose such convictions could result in the offer of appointment being withdrawn or disciplinary action being taken and possibly the police being notified. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions. |