**Job Description and Person Specification**

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| **Post Title** | Chaplain |
| **Purpose** | To be responsible for chaplaincy work in the college. |
| **Responsible to** | The Principal through the Deputy Principal, Student Services. |
| **Liaising with** | Relevant staff with cross college responsibilities, e.g. Senior Management Team, College Management Team, Head of General RE, Heads of Hall, Student Services Personal Tutors and support staff. Students, local parishes, Salford Diocese and appropriate Church groups. |
| **Remuneration** | SFCA Support Staff pay spine points 16-18 depending on experience(actual £24,013.64 to £25,596.99 per annum)  |
| **Context** |
| Loreto is a Catholic college under the trusteeship of IBVM. Its ethos and mission are based on thecharisms of its founder Mary Ward. The College is looking to appoint an enthusiastic and dedicated Chaplain to working alongside the Assistant Chaplain and Chaplaincy Pastoral Officer in our culturally and religiously diverse community. |

**Main Duties and Responsibilities**

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| **Chaplaincy Work** |
| * 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 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 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 IBVM.
* 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.
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| **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.
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| **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.
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| **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 reporting to governors via the Deputy 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.
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| **Marketing and Liaison** |
| * To contribute to the College liaison and marketing activities.
* To work with the department to deliver other marketing activities including for example, Open Days.
* To link with external agencies as appropriate.
* To contribute to the department’s collection of data on destinations as appropriate.
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| **Student Support** |
| * To monitor and support the progress and development of students as appropriate to the role, including use of the Student Log as directed.
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| **Pastoral** |
| * To offer support to students and staff where appropriate, working as part of the college pastoral team.
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| **Other** |
| * To support the aims and objectives of the College.
* To attend meetings as appropriate.
* To undertake any other duties the Principal or his 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.
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**Person Specification**

This person specification will be used in shortlisting and interviewing to select the best candidate. Each applicant should therefore address the person specification in their written application and where appropriate, give examples of how the criteria have been met.

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|  | **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** |
| Practicing Catholic (for Theology/RE posts only)\* |  |  | Application, interview |
| Enhance DBS clearance # |  |  | Pre-employment check |
| Two satisfactory references # |  |  | Pre-employment check |
| Full and relevant career and education history |  |  | Application |
| Ability to meet the requirements of the Immigration, Asylum and Nationality Act 2006 (to be legally employed to work in the UK) |  |  | Application, pre-employment check |
| 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.\* In order to comply with the religious ethos of the College, this is a Genuine Occupational Requirement under the Equality Act 2010.# To follow an initial offer of employment |