

Draft Job Description, Chaplain

Job title:	Chaplain
Reporting to:	Governing Body
Liaison with:	College fellows, Wellbeing staff, tutors, staff and students as required
Time commitment:	0.6 FTE, flexibly delivered with a greater balance of days during term-time
Remuneration:	£27,634 pa pro rata plus a housing allowance of £15,750 pa pro rata; employer (only) contribution to Church of England Pension Scheme

Purpose of the role

As an Ordained Priest in the Church of England, to lead and support the spiritual and religious life of the College, to oversee the Chapel and conduct services for regular worship and special occasions, and to contribute to the emotional and spiritual wellbeing of all the College's members, of all faiths and none.

Tenure

The post is envisaged as an early career post, regarded as equivalent to a second curacy: it is expected that the person appointed will serve for three to five years, non-renewable.

Introduction

The University of Oxford is a complex and stimulating organisation, which enjoys an international reputation as a world-class centre of excellence in research and teaching. It employs over 11,000 staff and has a student population of over 22,000, of whom roughly half are undergraduates.

Trinity College is one of 39 self-governing and independent colleges at Oxford. The Colleges give both academic staff and students the benefits of belonging to a smaller, interdisciplinary community as well as to a large, internationally-renowned institution. The collegiate system fosters a strong sense of community, bringing together leading academics and students across subjects, and from different cultures and countries.

The College was founded in 1555 by Sir Thomas Pope and previously occupied since the end of the 13th century by Durham College, a monastic foundation; it occupies a fine position in the centre of the City. It currently admits approximately 90 undergraduates and 50 graduate students each year, with a balance between Arts and Science disciplines; there are approximately 400 students in residence at any one time. The College prides itself on combining the highest academic standards with a particularly friendly sense of community.

Trinity attracts some of the best academics in the world and welcomes a diverse and widely representative student community, in which international, UK state- and independent-school students all have a place and students of all backgrounds feel equally valued, supported and able to flourish.

Trinity is a registered charity and its Fellows serve as Trustees of the Charity.

Main duties

1 Chaplaincy, Official Fellowship and Trusteeship

The Chaplain is an Official Fellow of the College and, under the College's Statutes and Bylaws, holds this fellowship in respect of the office of Chaplain. A person elected as Chaplain is required, as a condition of retaining the Fellowship, to take Holy Orders of the Church of England. If the Chaplain is in Deacon's Orders at the time of appointment, s/he shall proceed to take Priest's Orders with as little delay as possible.

The Chaplain serves as a Fellow of the College on the College's Governing Body and is a Trustee of the Charity. The Chaplain is a significant person within the College community and needs to make every effort to be widely known and visible throughout the college community.

The post calls for the utmost integrity, excellent pastoral skills, and an enthusiasm for working proactively in an informal, close-knit and busy college community. Pastoral awareness, enjoying working as part of a team and approachability are all key qualities.

2 Religious life of the College

The Chaplain is responsible for:

- leading and supporting the spiritual and religious life of the College and its members;
- fostering a lively and stimulating religious environment within the College, embracing those of different Christian traditions, other faiths and those of no religious belief;
- being available to staff, students, Fellows and Old Members to support their spiritual and emotional wellbeing;
- organizing and conducting Chapel services, both for regular worship and for special occasions (e.g. weddings, baptisms and memorial services for students, Fellows, staff and alumni) and overseeing the Chapel diary throughout the year;
- preaching at College services and organising visiting preachers;
- ensuring that the College meets the needs of its students and staff of different Christian denominations and different religious faiths, advising those of all faiths on places of worship and faith-based activities in Oxford;
- serving the needs of Trinity's increasingly diverse community (both staff and students), coordinating and organising a vibrant programme of events and visiting speakers representing a range of religious faiths in response to key religious festivals and observances, to ensure that all students are included and supported;
- oversight of the Chapel and the Chapel Choir; participating in the selection of, and working closely and effectively with, the organ scholars to promote a high quality and flourishing tradition of Chapel music;
- representing the College as appropriate in the wider religious life of the City, the University and the College's livings and benefices.

3 Welfare and Wellbeing

As an integral part of the responsibilities associated with the role, the Chaplain is responsible for:

- providing year-round pastoral support to members of Trinity's community of all faiths and none (including very occasionally on an emergency out-of-hours basis), working to a code of conduct for clergy, and inspiring trust that it is safe for any member of College to share a variety of personal concerns with the Chaplain;
- working effectively and collaboratively with the network of staff who have responsibility for different aspects of student welfare and wellbeing under the leadership of the Senior Wellbeing Officer;
- providing support to those who seek it;
- serving as a member of the Wellbeing Committee.

4 Governance responsibilities

As a member of the College's Governing Body and as a Trustee of the Charity the Chaplain will fulfil the role of designated **Safeguarding Trustee**, providing assurance to the Trustees that the College is fulfilling its responsibilities in relation to legislation governing the safeguarding of children and the safeguarding of adults at risk, and complies with the ten actions specified by the Charity Commission that trustee boards need to take to ensure good safeguarding governance.

5 Committees

In addition to serving as a member of the Wellbeing Committee, to serve on other relevant Committees of the Governing Body as required.

6 Holidays

The holidays for appointment are 30 days per year *pro rata* plus Statutory Holidays falling outside Full term (or days off in lieu).

7 College Benefits

The Chaplain has full membership of the Senior Common Room (SCR). All SCR lunches, Monday to Friday, and High Table dinners all evenings except Saturday are free of charge.

Person Specification, Chaplain	Essential	Desirable
1. Experience		
<ul style="list-style-type: none"> • Previous experience in a college or parish environment • Experience and skill to organise and conduct the services in the College Chapel, to preach effectively and to organise appropriate guest preachers and speakers across a range of denominations and faiths • Experience of working in an environment requiring confidentiality, tact and diplomacy • Pastoral experience whether with students or otherwise • Experience of working with young people • A working knowledge of Prevent and Safeguarding legislation 	✓ ✓ ✓ ✓	✓ ✓ ✓
2. Qualifications		
<ul style="list-style-type: none"> • Be an ordained member of the Church of England • Professional training in delivering pastoral care • Educated to degree level • Educated to graduate level 	✓ ✓ ✓	 ✓
3. Skills and Aptitudes		
<ul style="list-style-type: none"> • Excellent interpersonal oral and written communication skills; able to form positive relationships with a wide range of people and obtain the confidence of all sections of the College • Excellent written and spoken English • Effective administrative skills, with excellent time management and prioritisation skills • Be able to work in sympathy with the Organ Scholars and Chapel Choir to sustain and grow the musical traditions of the Chapel • Excellent IT skills appropriate to a Windows-based office • A demonstrable aptitude to provide pastoral support with the discretion such support requires • Be committed to diversity and equality and able to relate positively to and empathise with people from a wide range of backgrounds and of all faiths or none • Ability to exercise judgement and take initiative • Ability to be calm and effective whilst under pressure 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	 ✓

4. Circumstances		
•	Willing to work flexibly within the varying rhythms of the academic year, and in response to emergencies and other unforeseen events	✓
•	Must be available to students during term-time during Weeks 0-9 inclusive with a more flexible presence out of term	✓

How to apply

Those wishing to apply for this post should submit:

- a letter of application explaining how their previous experience, qualifications and skills fit them for this position with reference to the responsibilities and person specification;
- a curriculum vitae including names and addresses of three referees (references will only be taken up for those candidates short-listed for a second interview);
- an Equal Opportunities Recruitment Monitoring Form. The information collected on the equal opportunities recruitment monitoring form does not form part of the selection process and will not be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College's equality policy which is published at <https://www.trinity.ox.ac.uk/policies-and-reports>.

Interviews for short-listed candidates are planned for 13 July with a second interview on 20 July 2022.

Any queries related to these Further Particulars should be directed in the first instance to Claire Judd (e-mail: claire.judd@trinity.ox.ac.uk).

The closing date for applications is **12 noon on Friday 24 June 2022**. Applications should be addressed to claire.judd@trinity.ox.ac.uk

Equality of Opportunity

Trinity College is committed to Equal Opportunities and welcomes applications from all sections of the community. It is the College's policy that entry into employment and progression within it are determined wholly by personal merit and the application of criteria. In all cases, ability to perform the job will be the primary consideration. No applicant will be treated less favourably than another because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.