



## **JOB DESCRIPTION**

**Job Title:**

**Anglican Chaplain (Lay)**

(£23,897-£25,964)

**Responsible to:**

**Student Services Manager**

Coleg Cambria in partnership with The Diocese of St Asaph seek to appoint a Full-Time Anglican Lay Chaplain who will be employed by Coleg Cambria to provide a chaplaincy to all Coleg Cambria sites in North East Wales. The successful candidate will have an exciting and compelling vision for chaplaincy.

The Chaplain will be paid £23,897-£25,964. No housing is provided for this appointment. There is no payment for overtime. The employee will have access to comprehensive professional development opportunities at the College as part of their employment as a member of staff at Coleg Cambria.

The person appointed will be expected to work with and lead a chaplaincy team which is both ecumenical and multi-faith. Key elements will be maintaining key partnerships and links with the different communities, cultures and faiths and maintaining and adding to a team of volunteers, ordained and lay, to deliver inclusive support services to meet the needs of learners and staff.

The post is subject to an occupational requirement that the holder be a communicant member of the Church in Wales or a Church in communion with it under Part 1 of Schedule 9 to the Equality Act 2010.

The person appointed should be able to demonstrate their own faith and willingness to work ecumenically with people of all faiths or none.

### Principal Accountabilities & Specific Duties:

1.	To work with the college Student Services and Learner Engagement and any chaplaincy volunteers to create and maintain a variety of services and facilities which support and develop the role and profile of chaplaincy across each of the Coleg Cambria sites through each teaching day of the student's academic calendar.
2.	Provide pastoral support for students and staff as individuals and within groups, including contributing to mentoring schemes and developing additional activities which support the development of faith, global citizenship, personal development and wellbeing of learners.
3.	Manage the setting, agreement and monitoring of the chaplaincy budget and when necessary lead on seeking funding for chaplaincy work from outside sources through such things a sponsorship.
4.	To make sure that the chaplaincy team contribute to student support groups as appropriate.
5.	Contribute to chaplaincy services for staff as required. Work with college teams, staff and learners on the implementation and delivery of the College's Prevent policies and duties at each college site, including the development and delivery of training which aims to reduce the risk of radicalisation and promotes tolerance.
6.	Keep accurate records and statistics as required by the college.
7.	Actively support college policies and procedures including those regarding safeguarding, equality of opportunity, diversity and social inclusion. It is the duty of the chaplain to ensure that all chaplaincy volunteers adhere to the College's safeguarding requirements, including completing the essential training and undertaken enhanced disclosure checks.

8.	Develop partnerships within the college and more widely in the support of the chaplaincy and help to develop appropriate relationships with local churches and interfaith groups. Contribute to diocesan training and events as required. Contribute to national church FE and HE networks as required
9.	Carry out any other duties that may be reasonably required by the college and Diocese of St Asaph to meet changing circumstances.

The Chaplain will also be responsible for:

- (i) Encouraging and bearing witness to the Christian Faith within the college communities.
- (ii) Be available to provide pastoral support to all students and staff from all faith or no faith backgrounds
- (iii) Represent the chaplaincy and the college as appropriate within Anglican structures (Diocese, Mission Area, Church Communities).
- (iv) Attend and lead the chaplaincy team meetings and share in the leading of chaplaincy prayers.
- (v) Ensure that accurate and up to date material on local Anglican and other churches and faiths are available for students and staff.
- (vi) Publicise chaplaincy open events and make known the value of the work of the chaplaincy to the local church and other faith communities.

### **Key Relationships:**

The College Chaplain will need to form effective and co-operative working relationships with:

1. College Management team
2. Line Management (The post holder will be employed by Coleg Cambria and subject to line management from the college. The Diocese of St Asaph will as a condition of funding be present at annual review and appraisals and take a role in devising and agreeing objectives)
3. Tutors and curriculum teams
4. Student Services and Learner Experience teams
5. External agencies
6. Regional and local faith and community organisations

The Chaplain will be expected to be proactive in their own personal and professional development and to demonstrate a flexible approach to their duties

*Note: This Job Description is accurate as at the date shown below. In consultation with the post holder it may be varied to reflect changes in the job.*

Signed: .....  
POSTHOLDER

Date: .....

Signed: .....  
HUMAN RESOURCES MANAGER

Date: .....

**PERSON SPECIFICATION**

Criterion	Importance	
	Essential	Desirable
<b>Qualifications:</b>		
Ordained Anglican Priest or relevant qualification in faith based discipline or teaching or supporting people	✓	
Experience in working with young people	✓	
Full Valid UK Driving Licence	✓	
<b>Experience &amp; Knowledge:</b>		
Experience of working in a faith community	✓	
This role will require close liaison and working within the Anglican faith community, and applicants should reflect the values, doctrines and faith promoted by the Anglican church	✓	
Mentoring and coaching skills	✓	
Experience organising and leading activities	✓	
<b>Technical/Professional/Personal Competencies:</b>		

Able to develop effective relationships and partnership working with other organisations, teams and individuals of all faiths and none.	✓	
Open minded with strong empathy, emotional intelligence and a sense of humour	✓	
Resilience, energy and drive to motivate, stimulate and engage others.	✓	
Effective communicator with people of all ages	✓	
Flexible - able to travel to all College sites regularly and as required, and enthusiastic and willing to take and lead groups in out of college activities, which may well be outside College hours of working and could be at weekends and in the holiday period.	✓	
Well-developed ICT skills, including confident use of a range of social media to promote activities and to communicate and engage others	✓	
Able to identify appropriate needs and opportunities for learners and to develop the services and activities of chaplaincy across the College	✓	
Able to support others in their understanding of faith based issues, global citizenship issues and Prevent issues.	✓	
Willingness to support the college in promoting the personal, mental and spiritual wellbeing of learners	✓	
Can create opportunities to promote the Institution and its services across a range of stakeholders	✓	
Excellent time management and organisation skills with ability to prioritise and organise workload effectively to meet the needs of the College and the diocese	✓	
Able to communicate through the medium of Welsh		✓
A demonstrable empathy with the Welsh culture	✓	
A demonstrable commitment to equality and diversity	✓	

**Coleg Cambria conditions of service for college business support services staff will apply.**



**APPOINTMENT OF A LAY PERSON:**

A Lay Chaplain would hold a Bishop's Lay-Minister's Licence and would be expected to play a part in the life of the Diocese in promoting and encouraging churches to work with and in the field of FE and HE.

Whether ordained or lay the Chaplain will be part of the St Asaph Diocesan Board of Education as a resource for FE and HE and share good practice. The Lay Chaplain would work closely with the Diocesan Director of Education and Lifelong Learning.

**MANAGEMENT AND SUPERVISION OF THE CHAPLAIN:**

Day-to-day supervision of the Chaplain is the responsibility of the Student Services Manager at the College with a representative of the Diocese of St Asaph being part of any appraisal process.

**CHAPLAINCY VOLUNTEERS ARE USED TO:**

- Work within the agreed job description for a chaplaincy volunteer.
- Support the chaplain and chaplaincy function to organise activities for learners that promote faith, global citizenship and personal and spiritual wellbeing.
- Provide additional cover for 1-2-1 chaplaincy work, mentoring and supporting learners, if appropriately qualified.
- Help promote the work of the chaplaincy and support the development of communications and marketing information