



**JOB DESCRIPTION**  
**Deputy Chaplain for University of Bedfordshire**

<b>Details</b>	
Job Title:	<b>Deputy Chaplain</b>
Department	<b>Community and Faith</b>
Job Reports to:	<b>Lead Chaplain – University of Bedfordshire</b>
Location:	<b>Equal time Luton and Bedford as well as other University sites.</b>

**Context and Main Purpose**

The University of Bedfordshire Ecumenical Chaplaincy Trust (UBECT) is a partnership between the University and a number of contributing church bodies to provide and support a Christian led Multi-Faith Chaplaincy for the University community.

The Purpose is to work with the Community and Faith Team in order:

1. To offer pastoral care to all members of the university community.
2. To support members of the university as a learning community in the development and discovery of belief and identity, and especially of faith.
3. To offer support and advice to the university in dealing with matters of religion and faith.

The University of Bedfordshire is a secular institution, welcoming diversity and the vital place of religion and spirituality in the lives of its members. The university chaplaincy plays an important part in supporting this increasingly diverse student body and seeks to accommodate and support spiritual practice whilst facilitating interfaith dialogue. It offers hospitality to members and representatives of other faith traditions. It offers opportunities for worship and spiritual development in a variety of traditions and a religiously based educational, pastoral, and advisory service to the whole campus community.

The Deputy Chaplain will support the Lead Chaplain who co-ordinates and oversees the strategic and operational development of the Chaplaincy/Community and Faith team at the University of Bedfordshire. They will work closely with Student Support and Human Resources at the university, on initiatives which support student and staff well-being. They will work within the network of support for students and staff offered by the University to support, encourage and guide the Community and Faith team to carry out a range of Chaplaincy activities and projects. The Deputy Chaplain post supports the whole population of the University of Bedfordshire on the Luton and Bedford campuses. Occasional visits to the network of satellite campuses associated with the University of Bedfordshire will be required. The Deputy Chaplain will be a member of a Christian denomination in membership with Church Together in Britain and Ireland. The Deputy Chaplain will be expected to understand professional boundaries and work within the University policies including Safeguarding and GDPR. An enhanced DBS certificate is required for this post.

<p><b>Key Elements</b></p>
<ul style="list-style-type: none"> <li>• This post has MANAGEMENT RESPONSIBILITIES</li> <li>• This job requires SAFEGUARDING RESPONSIBILITIES</li> <li>• Theological and spiritual maturity</li> <li>• Good verbal communication skills</li> <li>• Effective time management skills</li> <li>• Competence with IT systems</li> </ul>
<p><b>Chaplaincy Mission Statement</b></p>
<p>With confidence in Christ and journeying together with people of all faiths and none, we commit ourselves to:</p> <ul style="list-style-type: none"> <li>• The pursuit of truth</li> <li>• The education work of the university</li> <li>• The exploration of the meaning of life</li> <li>• Affirming, valuing, and caring for all members of the university</li> <li>• The promotion of Kingdom values</li> <li>• The promotion of the UBECT values of faith, learning and partnership</li> <li>• Being a link between the university and the faith communities</li> </ul>
<p><b>Principal Accountabilities</b></p>
<ol style="list-style-type: none"> <li>1. To deputise for the lead chaplain in their absence as requested.</li> <li>2. To be available for students and staff of all faiths and none for pastoral work.</li> <li>3. To provide support and spiritual counsel at times of crisis.</li> <li>4. To live out the Christian faith within the community of the university.</li> <li>5. To take an active part in matters of inter-faith dialogue and multi-cultural understanding.</li> <li>6. To develop in partnership with the university a network of faith support and advise the University on issues of Religion and Belief.</li> <li>7. To act as a link to faith and cultural communities, with particular care for international students.</li> <li>8. To provide for Christians and arrange for them opportunities for worship, study, and fellowship.</li> <li>9. To offer hospitality, support &amp; pastoral care to all and particular awareness of the needs of international students.</li> <li>10. Support the management of the Treehouse Community and Faith facilities, ensuring a welcoming and inclusive environment for all staff and students.</li> <li>11. To develop, support, and coordinate an ecumenical team of assistant chaplains who may be ordained or a lay person.</li> <li>12. Under the guidance of the Lead Chaplain provide a link between the university and the community especially the local churches and other faith groups.</li> <li>13. Under the direction of university support services there may be an occasional requirement to respond out-of-hours with students in critical or emergency circumstances or situations</li> <li>14. To contribute where possible and feasible to the academic life of the university.</li> <li>15. To offer a Christian presence in the university showing due respect for its values and policies as a multi-faith and multi-cultural institution committed to education.</li> <li>16. To advise on organisations or individuals that may be seen to be targeting vulnerable students inappropriately on the basis of their religion or belief.</li> <li>17. To encourage and support those who wish to explore issues of faith, ethics, and spirituality, and utilizing the document, 'Building Good Relations Between People of Different Faiths and Beliefs'.</li> <li>18. To be mindful of the Counter Terrorism agenda, offering advice and guidance and working with students and staff to counter extremism and promote good relations between people of different faiths and beliefs.</li> </ol>

19. To support the Lead Chaplain in the development of multi-faith Chaplaincy Services on the University's other campuses and as appropriate make visits.
20. In conjunction with the Lead Chaplain to carry out responsibilities and duties with regard to the University's Equal Opportunities Policy, Health & Safety Policy, safeguarding policies and procedures, and any other relevant university policies and procedures.
21. To be involved in the life of the university including liaising with appropriate departments, serving on relevant committees, and attending ceremonial occasions as appropriate.
22. To carry out all necessary administrative tasks including contributing to report writing and any reports to the sponsoring body.
23. Flexible working may be required including evening and weekend work. There is an expectation that this time can be claimed back through the TOIL system.
24. Undertake such other duties as may be reasonably expected by the Lead Chaplain.

### PERSON SPECIFICATION

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A committed practising Christian, lay or ordained, in good standing with their faith community.</li> <li>• Theological and Pastoral Training</li> </ul>	<ul style="list-style-type: none"> <li>• A degree or equivalent level qualification in a relevant area, for example: community and youth work, pastoral theology, education etc.</li> <li>• Communication/ Counselling/ Mentoring qualifications</li> <li>• Competence with IT systems including Microsoft products and electronic means of communication</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• To have the knowledge, skills and understanding necessary to work as a Christian Chaplain in a multi- faith environment.</li> <li>• An understanding of the practices and beliefs of major world faiths or a willingness to learn.</li> <li>• The qualities needed to work effectively in a large institution and ability to work effectively and pleasantly within the formal structure of the University.</li> <li>• Competence using electronic means of communication with sensitivity and understanding.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of professional boundaries and commitment to appropriate guidelines for professional conduct.</li> <li>• An awareness of the practices and beliefs of major world faiths or a willingness to learn.</li> <li>• A developing skill base using electronic means of communication with sensitivity and understanding.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Theological and Spiritual maturity.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Chaplaincy in one or more settings: education,</li> </ul>

	<ul style="list-style-type: none"> <li>● Experience of working in a multi-cultural and multi-faith environment.</li> <li>● Experience of creating and leading liturgies, worship, prayer and public speaking.</li> <li>● Experience of working with at least one non-Christian faith community.</li> <li>● Experience of and commitment to working in an ecumenical context.</li> <li>● Demonstrating the necessary skills to create confidence in pastoral situations with members of the student and staff bodies.</li> </ul>	<p>healthcare, prison etc.</p> <ul style="list-style-type: none"> <li>● Some experience of one or more of: Christian ministry, youth and community work, teaching, social care and allied professions.</li> </ul>
<p><b>Skills/abilities/competencies</b></p>	<ul style="list-style-type: none"> <li>● Ability to represent the Christian faith community ecumenically and the university in the wider environment.</li> <li>● Ability to offer spiritual, religious and pastoral care.</li> <li>● Ability to relate to people of all faiths and beliefs.</li> <li>● Team player able to work with the Lead Chaplain and assist in managing the Assistant Chaplains.</li> <li>● Ability to communicate empathetically and effectively with students and colleagues in the current educational setting, including social media.</li> <li>● Excellent written and oral communication skills.</li> <li>● Strong leadership and team-building skills.</li> <li>● Good listening skills.</li> <li>● Ability to develop and deliver training.</li> <li>● Ability to plan and prioritize.</li> <li>● Ability to remain calm, professional and caring in challenging situations.</li> <li>● Empathy with people from a wide range of backgrounds.</li> <li>● Good verbal communication skills.</li> <li>● Capable of innovative enterprise in expressing the Christian faith.</li> <li>● An acquaintance with issues relating to the life of higher education institutions, their students and staff.</li> <li>● Effective time management skills.</li> <li>● Competence with IT systems including Microsoft products and electronic means of communication.</li> </ul>	

<b>Person Specification</b> <b>Personal attributes</b>	<ul style="list-style-type: none"> <li>● Reflective and prayerful practitioner.</li> <li>● Empathic, friendly and approachable.</li> <li>● Respect and value diversity in e.g. age, race, culture, disability, gender, spirituality and sexuality.</li> <li>● Self-motivated and reliable.</li> <li>● Flexible and adaptive and able to work under pressure.</li> <li>● Confident demeanor.</li> <li>● Ability to innovate and inspire.</li> </ul>
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<b>Requirements</b> <ul style="list-style-type: none"> <li>● Must be eligible to work in the UK.</li> <li>● Able to provide two references (not from family member).</li> <li>● Willing to work within University guidelines.</li> <li>● Have an enhanced DBS check and to undertake appropriate Safeguarding training.</li> </ul>
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### **Deputy Chaplain Terms**

1. The salary for the post will be equivalent to £26,000 full-time (in the region of £20,000 for a 30 hour week) and payable in monthly instalments.
2. Working hours will vary in term time and vacation period, but will average 30 hours per week and include some evening and weekend working.
3. The post is non-residential and therefore no housing is provided.
4. Holiday entitlement (in addition to statutory bank holidays) for the post is 21 days per calendar year to be taken outside of term time.
5. A pension scheme with the Church of England is provided.
6. The postholder is entitled to the reimbursement of reasonable expenses incurred in connection with the exercise of your duties.
7. Under 2 years' service - statutory sick pay (SSP) provided the statutory qualifying conditions are met, which include a period of sickness of at least four consecutive days. Over 2 years' service – 13 weeks at full pay and 13 weeks at half-pay in any 12-month period.

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