

<b>Post ref:</b>	KU3792
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## Free Church Chaplain

### Job Description

<b>School/Directorate:</b>	Chaplaincy/Student Services
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<b>Responsible to:</b>	Coordinating Chaplain
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<b>Pay</b>	In line with denominational stipend/salary – indicative range £29,000-£34,000	<b>Hours:</b>	0.85 FTE
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#### Role Summary:

This is an exciting opportunity to play a key part in supporting our diverse student and staff community at Keele University as a member of the Chaplaincy team. The Chaplaincy team plays a fundamental role in supporting the Keele community by delivering a multi-faith service and supporting key events, celebrations and activities, as well as promoting cultural understanding and respect. This role includes acting as a co-leader in the local ecumenical partnership (Keele Chapel) and especially as co-lead of the TEN:15 Sunday congregation and community.

#### Main Duties and Responsibilities:

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- Provide spiritual, pastoral, and welfare support to any student or staff member regardless of their religion or belief.
- Provide advice and guidance to the University regarding matters relating to religion or belief.
- Offer reflective listening and to act as a constructive critical friend.
- Signpost students to other support and advice services where their enquiries fall outside of the knowledge or remit of the Chaplaincy.
- Be involved, as appropriate, with the organisation and structures of the wider university, taking an informed interest in academic, organisational and educational issues.
- Facilitate reflection about aims, values and questions of spiritual meaning among all members of the university.
- Maintain a visible, welcoming presence, ensuring that opportunities exist for members of the Keele community to engage with chaplaincy.
- Work collaboratively as a member of the Chaplaincy Team to provide an inclusive and safe environment for students of all faiths and no faith through promoting tolerance and respect for all. Modelling a positive Christian approach to inter-faith working and dialogue.
- Contribute to the Keele Welcome experience for new and returning students and be a visible presence at university events such as graduations, public lectures, arts and cultural events.
- Any other duties which may reasonably be required commensurate with this role.

**Duties and responsibilities specific to the faith and chapel communities:**

- Provide Christian spiritual guidance to staff and students.
- Provide opportunities for prayer, worship, learning, discussion and fellowship for staff and students, including working alongside and supporting Christian student groups as appropriate.
- Work collaboratively with the Anglican chaplain in the leadership of Anglican/Free Church (TEN:15) Sunday morning congregation.
- Lead ecumenical worship, preach (and preside if appropriate) across a broad range of traditions/styles within the life of the Chapel (where appropriate sharing specifically from the chaplain's own or other Free church traditions).
- Take baptisms, weddings, funerals and memorial services for university staff, students, and their families as required, and, in collaboration with the Anglican Chaplain, prepare candidates for confirmation/church membership.
- Lead and participate in chaplaincy team meetings, group activities, events, retreats etc.
- Work closely with faith societies and the Student Union to enable good and appropriate faith practices to be maintained or developed.
- Liaise with other churches in the area, and participate, as appropriate, in ecumenical and church activities.
- Liaise with external agencies and partners regarding issues of faith and be a member of relevant networks.
- Work with other Chaplains and relevant stakeholders to facilitate and manage the chapel and prayer spaces on campus.
- Any other duties which may reasonably be required commensurate with this role.

**Team Work**

- Work collaboratively with chaplaincy colleagues as part of a vibrant, multifaith team, providing support to each other and the Keele community.
- Work closely with colleagues from across the University, in particular within the Student Services directorate to provide pastoral support and advice in response to national and international incidents which impact students and staff.
- Along with other chaplains, develop and maintain a network of contacts, communicating and liaising with key stakeholder and represent the University wherever it is appropriate.
- Work collaboratively, encouraging and developing the shared vision of the chaplaincy and its place in the University.

**Communication / Documentation**

- Communicate effectively across a wide range of audiences.
- Establish and maintain positive links with external agencies and providers.
- Willingness and ability to develop digital approaches to the development of services/practice as a means of engaging the Keele student/staff communities.

**Additional Responsibilities:****Data Protection**

Adhere to regulations and procedures relating to data protection and information security.

**Personal Development/ Performance**

Demonstrate commitment to continuing Personal/Professional Development and to engage with appropriate development activities.

**Equality, Diversity, Health and Safety and Strategy**

Hold a duty and commitment to the principles and practice of equality and diversity and comply with the University's Dignity and Respect Framework. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/ procedures.

Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.

Co-operate with the University in ensuring as far as is necessary, that Statutory Requirement, Codes of Practice, University Policies and Schools/ Departmental health and safety arrangements are complied with.

Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

*This job description is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

This post is unlikely to meet the relevant criteria to allow the University to issue a Certificate of Sponsorship. Applications from candidates who require a Certificate of Sponsorship to work in the UK will be considered against the requirements stated in the recruitment documentation. Recruitment decisions will be made in accordance with the UK Visas and Immigration guidance.

**DBS**

Please note this appointment is subject to a satisfactory Disclosure and Barring Service check.

**References**

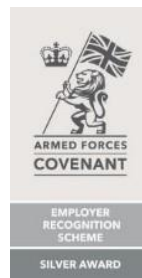
You are asked to provide details of two referees, including your current or most recent employer, on your application form. Referees should be able to comment on your work and/or educational background and may be approached before interview. In providing these details you are giving the University permission to request personal information about you from your referees, which may include confirmation of your previous salary, disciplinary and work history.

## Disability Confident



Keele University is committed to taking positive steps to employ, keep and develop the abilities of disabled staff and has been awarded the disability symbol. We undertake to offer all applicants with a disability and **who meet the minimum essential criteria** an interview. If you wish to be considered under this scheme, please indicate this by selecting 'Yes' in the Guaranteed Interview Scheme Section of your application. You can also provide specific information of any requirements/adjustments you may require to assist you during the recruitment process within this section. For advice or guidance please contact the Recruitment Team email: [vacancies@keele.ac.uk](mailto:vacancies@keele.ac.uk).

The information you provide on your application will be forwarded to the recruiting area so that they may consider whether they can facilitate your requested adjustments. ***Please note that if you do not indicate that you wish to be considered under the Disability Confident scheme in your application, you will not be considered under this Scheme.***



# Free Church Chaplain

## Person Specification

Evidence Key
<b>A</b> = Application
<b>I</b> =Interview
<b>R</b> =References
<b>T</b> =Test
<b>P</b> =Presentation (or a combination)

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	Educated to degree level or equivalent	A	Qualification in theology/religious studies	A
	An ordained minister, in good standing, within the Methodist, Baptist or United Reformed Churches.	A/I	Chaplaincy Experience	A/I
			University Chaplaincy Qualification	A
<b>Experience</b>	Pastoral work in a variety of contexts	A/I	Knowledge of faith traditions other than their own	A/I
	Ecumenical and Inter-faith experience	A/I	Specialist experience of working with pertinent areas/issues such as mental health, sexuality or pertinent academic expertise	A/I
<b>Skills/ Aptitudes/ Competences/</b>	Leading Christian worship in a variety of styles	A/I	Understanding of current issues in Higher Education	I
	Ability to lead rites of passage ceremonies (funerals, weddings etc)	A	Creative worship skills	A/I
	Ability to work both independently and in close collaboration with others	A/I/P	Musical gifts in leading worship	A
	Good listening skills	A/I/P	Spiritual direction skills	A
	Excellent communication and presentation skills	I/P		
	Well-developed report writing, meeting and advocacy skills	A/I		
	Ability to relate well to a wide range of young adults – eg groups and individuals from	I/P		

	<p>any faith background; those with no religious beliefs</p> <p>Ability to relate well to students and staff from a wide range of international backgrounds</p> <p>Ability to engage confidently and constructively in theological discussion and learning</p> <p>Ability to be flexible, given the fast-changing nature of chaplaincy and Higher Education</p> <p>Self-directed in working practice, committed to continuous personal, spiritual and professional development, and with a willingness to undergo training as appropriate</p> <p>Competent in IT skills, including internet, e-mail and social media.</p> <p>Able to participate in the institutional life of the University, bringing political acumen, problem-solving and facilitation skills</p>	<p>I/P</p> <p>A/I/P</p> <p>I</p> <p>A/I</p> <p>A/P</p> <p>A/I</p>		
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**For full post details and to apply, please visit: [www.keele.ac.uk/chapel](http://www.keele.ac.uk/chapel)**

**Closing date for applications: 12noon on Monday 8th July 2024**

**Interviews will be held on: Sunday 28th and Monday 29th July 2024**

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