JOB DESCRIPTION

Job Title: Assistant Chaplain (Dean’s Clerk)
Department: Chapel
Reporting to: Dean of Chapel
Location: Jesus College, Cambridge
Hours: 20 hours per week during Full Term; 10 hours per week during Vacations
Tenure: 1-year fixed term appointment, with the possibility of 1 year’s extension beyond that.
Salary Range: £26,795

This job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

MAIN PURPOSE OF THE JOB:

The Assistant Chaplain shares in the liturgical ministry of the College Chapel, and in pastoral care across the College community, supporting the Dean of Chapel and the wider Chapel and Choir staff team.

KEY TASKS AND RESPONSIBILITIES:

Chapel services and faith provision

• Officiating at Choral Evensong on Thursdays in Term.
• Officiating at Morning Prayer on Fridays in Term.
• Assisting at the Holy Eucharist (morning) and Choral Evensong on Sundays in Term, including subsequent social events (breakfast and Formal Hall).
• Preaching on occasion at services as requested.
• Assisting with wedding services and baptisms during the Vacation as requested.
• Support of the student Chapel Clerks and Secretaries in the smooth-running of services and maintaining the Chapel environment of hospitality and welcome.
• Assisting the Dean with recruiting, training and supporting student servers and ordinands, and readers for Chapel services.
• Assisting with Compline and occasional seasonal services where requested.
• Overseeing the management and use of the College’ Multi-Faith Space, including approving occasional bookings, maintaining protocols and liaising with student representatives.
• Attending the annual Interfaith Dinner and developing other multi-faith celebrations with students over the course of the year.
Pastoral care and wellbeing

- Available and approachable for pastoral conversation and support, to those of any faith and none, within the College community, including taking a particular interest in the care of staff and postgraduates within College.
- Being a proactive and recognisable presence around College, showing support for College events, student-run welfare events and sports fixtures, and attending staff social events.
- Attending Graduate Formal Hall on Wednesdays in Term.
- Supporting and contributing to wellbeing initiatives and resources to support College members, in liaison with members of the College Welfare team and the Head of HR.
- Sharing with the Dean of Chapel and Director of Music in social and pastoral care of Choral Scholars, Choristers and Chorister families as required.
- Opportunities for developing study and discipleship groups or programmes, including baptism and confirmation preparation, according to the post-holder’s skills and experience.
- Deputising for the Dean where necessary at Alumni and Development events (e.g. reunion dinners).
- Attending where possible the College’s Welfare Team meetings and training, Student Affairs Committee, Staff Forum, and Chapel team meetings.

PERSONAL SPECIFICATION

Qualifications and achievements

**Essential**

- **Either:** a priest in good standing of the Church of England or another church in full communion with the Church of England; or be a lay person who has been selected by their bishop to train for ordination in the Church of England.

**Desirable**

- Engaged in further theological study.
- Experience of a higher education context.

Experience

**Essential**

- Experience of Anglican worship, preaching and pastoral care.

**Desirable**

- Experience of working in a university environment with students.
- Experience of the Anglican Choral tradition.
- Experience of leading weddings.
- Experience of leading discipleship and Christian formation groups.
- Experience of working within welfare or mental health care structures.
Aptitudes and Personal Disposition

**Essential**
- Sensitivity and ease in working with people from a range of religious backgrounds and beliefs.
- Warm personality and proactivity in making connections with a range of people (to include students, staff, fellows, choristers, alumni, choir families and donors).
- Competence at leading dignified liturgical worship.
- Personal organisation skills and efficient, professional communications.
- Dependable and loyal, and willing to take direction from the Dean.
- Understanding of current welfare and mental health concerns within higher education, and willingness to contribute pastorally within this context.
- Ability to know when to refer a situation or seek support, especially from the Dean or Welfare Tutors.

**Desirable**
- Capable and insightful preacher and communicator, particularly to those of no clear faith commitment or experience.
- Ability to lead discussions and events.
- Willingness and initiative to develop new areas of engagement where necessary.

**Circumstances**

**Essential**
- Enhanced DBS clearance for work with children and those at risk.
- Presence in Cambridge during term time.
- Flexibility to organise commitments with the Dean around personal circumstances and needs of the Chapel.

**Desirable**
- An interest and appreciation of academic study.