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: 2-year fixed term appointment, with the possibility of 1 year’s extension beyond that.
Salary Range: £26,795, plus housing allowance.

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.
- Officiating at 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.

BENEFITS

- Membership either of the USS or Church of England pension scheme
- Membership of a healthcare cash plan
- Free daily staff lunch when in College
- Staff Forum and a Staff Social Committee that organises Christmas & Summer staff events
- Cycle to work scheme
- Use of the College Gym, Tennis courts and Library

PROBATION PERIOD

The appointment will be subject to an initial probationary period of three months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months’ notice on either side.
EQUAL OPPORTUNITIES AND DATA PROTECTION

The College is actively committed to including and supporting all under-represented groups, and promoting an inclusive culture, valuing diversity.

The College encourages applications from all sections of society. The College has a responsibility to ensure that all employees are eligible to live and work in the UK.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and Data Protection Policy. Please ask the HR department for further details if required.

HOW TO APPLY

Please download and complete our College Application and Equal Opportunities Forms, which can be found online at www.jesus.cam.ac.uk/college/people/vacancies.

Completed forms along with a copy of your CV and Covering Letter setting out your suitability for this post, must arrive by 12 noon on Monday 5th August 2024. Please send completed forms to HR Assistant at jobs@jesus.cam.ac.uk or by post to HR Department, Jesus College, Cambridge, CB5 8BL.

Interviews are anticipated to take place during the week beginning 12th August.