

JOB DESCRIPTION

Job Title:	University Chaplain (Greenwich and Avery Hill)	Grade:	SG6
Department:	Student and Academic Services, Student Services	Date of Job Evaluation:	March 2024
Role reports to:	Associate Director SAS (Student Services)	SOC Code	
Direct Reports	None		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE:

To serve as University Chaplain within the Avery Hill and Greenwich Maritime Campuses, working with students and staff of all faiths and none. To become well known within the University community and to build up strong relationships with all those that study and work at the University, being available to students and staff to listen and talk to when required.

To build strong networks with the whole of the University of Greenwich Community and particularly those who are responsible for the wellbeing of students, including Student Services, Academic teams and the Students' Union, seeking to support them in their day-to-day work as well as supporting the University's strategies in particular those that pertain to health and wellbeing.

To co-create and imaginatively develop a chaplaincy that helps to foster and build community spirit that is reflective of the student and staff body and inclusive of all people; develop and lead a multifaith chaplaincy team at the Avery Hill and Greenwich Campuses meeting regularly with the team to proactively plan coordinated chaplaincy work.

To provide a point of coordination for chaplaincy activity at the University and oversee administrative work as it pertains to chaplaincy at the University.

To develop and coordinate a team of volunteer Chaplains identifying their roles and responsibilities and providing support for their work. Working closely with the Medway Chaplain to provide a coordinated approach to the work across the University.

KEY ACCOUNTABILITIES:

Team Specific:

- To plan and deliver an annual programme of events across the Avery Hill and Greenwich Maritime sites and the planning of communications that promote the profile of Chaplaincy using a variety of media in conjunction with internal communications and other teams at the University as appropriate. Monitor the chaplaincy shared inboxes, ensuring that enquiries are forwarded to relevant colleagues or dealt with promptly.
- To provide direct pastoral care and confidential listening to students and staff of the University (including out of hours availability) to meet pastoral, religious and spiritual needs, including emergency and bereavement support working in liaison with other Student Support Services teams, and processes and procedures at the University.
- To co-ordinate the multi-faith chaplaincy team and to meet regularly with the team to proactively plan coordinated Chaplaincy work across the University.
- To develop and co-ordinate a team of Volunteer Chaplains, identifying their roles and responsibilities, and providing support for their work.
- To develop an understanding of other faith communities at the university and maintain active links with all Faith Societies at the University and with the Students Union.
- To maintain an up-to-date knowledge of religious resources in the areas local to campuses, so as to act as an effective signpost to staff and students of any (recognised) faith.
- To develop good working relationships with colleagues in the student services team which they will be a part of and with colleagues in faculties and other departments especially those who have responsibility for pastoral care.
- To plan and lead a pattern of worship as appropriate.
- To provide oversight and day-to-day management of the Chaplaincy and multi-faith spaces and any other prayer/quiet spaces identified on campus.
- To engage with and reflect on issues in Higher Education, advise the University on matters of religion and be a member of and engage with the University Committee structure and Governance as appropriate including the Faith Forum.
- To provide regular feedback and annual reports to the Faith Forum.
To liaise with the Diocesan Chaplaincy Officer and participate in

chaplainship networking opportunities and the university learning and development activities, attend the London Universities Chaplains group meetings and training days and attend the National Universities Chaplains conference.

- To engage with regular line management, and support through supervision as appropriate.
- Ensure that they are aware of and aligned with University Regulations, Strategy, and Objectives to work together to proactively advance Equality and Diversity.
- At all times to help maintain a safe working environment by participating in training as necessary and following the University Health and Safety Codes of Practice and Policy.
- To Undertake any other duties as specified by the Associate Director SAS (Student Services) appropriate to role.
- To liaise with the Diocesan Chaplaincy Officer, and participate in chaplaincy networking opportunities and appropriate Greenwich University /external universities learning and development activities;
- To engage with regular supervision as provided by the College;
- To attend the London Universities Chaplains group meetings and training days and attend the National Universities Chaplains conference;

Generic:

- General duties as required to support the work of the Student Services and the Directorate.

Managing Self:

- Show leadership and professionalism at all times.
- They will be required to exercise discretion, initiative and prioritise their own work and that of others, without the need for supervision.

Core Requirements:

- Adhere to and promote the University's Equality and Diversity policies and Values.
- Ensure compliance with Health & Safety regulations.
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

Additional Requirements:

Safeguarding This post requires a DBS (Disclosure and Barring Service) check, which will be carried out after the interview. The appointment is conditional upon satisfactory clearance. The Chaplain will be required to act within both the Diocese's safeguarding policies and those of the University.

The Chaplain will be required to live on site at the Avery Hill Campus and be required to provide out of hours support to students as part of our wellbeing support initiatives and management of urgent cases.

A willingness to undertake a health & safety role.

Any other duties as appropriate to the post and grade.

A willingness to travel to any of the university's sites as necessary.

This position may require domestic travel and out of hours work.

KEY PERFORMANCE INDICATORS:

- Promotion of the work of chaplaincy with a range of events being delivered that receive positive feedback.
- The provision of quality, information, advice and support to students and staff where impact can be demonstrated.
- To produce high quality work delivered to agreed timescales.

KEY RELATIONSHIPS (Internal & External):

Associate Chaplains and Volunteers

The Medway Chaplain, Student and Academic Services Directorate departments and colleagues, Faculty and Directorate colleagues, Greenwich Student Union, Higher Education Chaplaincy Development Officer (Southwark Diocesan Board of Education)

SAS colleagues

Colleagues at all levels in departments, Schools, Faculties, Directorates and Partner Colleges.

Internal and external agencies

Local clergy, including the Vicar of St. Alfege, the Chaplain of the Old Royal Naval College, etc.

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <p>Within the context of the University’s purpose, vision, and core values, and in direct connection to the key responsibilities described above, it is expected that you will possess the following:</p> <ul style="list-style-type: none"> • Must be an ordained Anglican priest, who will meet the requirements for being granted a licence for ministry by the Bishop of Southwark. • A commitment to chaplaincy • Extensive experience in providing religious and/or spiritual guidance and counselling to people of diverse religious and spiritual backgrounds, including experience in contending with difficult or sensitive issues and people who have differing attitudes towards religion and spirituality. • Interest to develop an understanding of other faith communities such that he/she is perceived to be available to everyone and can respond to requests for friendship and advice, readily encouraging dialogue. • Commitment to the multi-faith approach as confirmed by a relevant faith body. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrable ability to maintain confidentiality and effectively liaise with and provide information and advice to internal and external clients, both orally and in writing. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience as a chaplain in a large organisation. <p>Skills</p> <p>N/A</p>

<ul style="list-style-type: none"> • As Chaplain the priest should have: • Ability to use a large degree of autonomy in the development of the Chaplaincy to students and staff and will be expected to consult with colleagues; • Initiative and insight in developing a vision of the role and mission of chaplaincy; • The ability to be flexible and innovative in developing styles of worship and opportunities for exploring the Christian faith. • Sufficient counselling skills to be able to help people and sometimes discern when someone needs more skilled help and be willing to refer them as necessary; • The academic ability sympathetically to challenge and stretch the comprehension and understanding of students. 	
<p>Qualifications</p>	<p>Qualifications</p>
<ul style="list-style-type: none"> • A degree in Theology 	<p>N/A</p>
<p>Personal attributes</p>	<p>Personal attributes</p>
<ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful 	<p>N/A</p>