

## Job Description

Post-holder:	<b>Anglican Chaplaincy Assistant</b>
Grade:	Grade C (University of Exeter scale)
Employer:	St Luke's College Foundation
Responsible to:	The Lazenby Chaplain
Term:	Fixed term appointment for one year. The appointment may be extended for one further year subject to satisfactory performance and the needs of the Chaplaincy. 12hrs per week for 32 weeks/year to include evening and week-end work (University term time plus two weeks before Autumn term)

### Background

This post is ideally suited to a student with an interest in Christian ministry. The post-holder will work primarily on the Streatham campus of the University of Exeter, with occasional involvement at the St Luke's Campus. The post will be offered subject to the completion of a satisfactory DBS check.

### Function

- To assist the Anglican Chaplain in the smooth running of the University Chapels, including some pastoral oversight for the Chapel community
- To work as a member of the Anglican Chaplaincy Team.

### Responsibilities

- To support and encourage the outreach of Anglican Chaplaincy
- To support and encourage student and staff led activities, societies and events on campus, e.g. Chapel Choir, Freshers' Week, student/staff drop ins and discussion group.
- Alongside the other Chaplaincy Assistant, to support, help facilitate and participate in acts of worship in the Chapels, including coordinating rotas and managing volunteers. Depending on the needs of the Chapels and the interests of the postholder, this may include: welcoming, hospitality, leading intercessions, reading, operating technical equipment including projector and livestream. Welcoming and assisting visiting clergy who are providing cover for the Chaplains.
- To help manage, and to manage the everyday maintenance and upkeep of the Chapels.
- To design and distribute posters and social media content for the Anglican Chaplaincy.

- To make links with Guild Societies on behalf of the Chapels and to explore the possibility of joint events.
- To attend and contribute to Chaplaincy meetings and away days.
- To follow Foundation and University policies and procedures, particularly those relating to Health & Safety on campus, Prevent, Safeguarding, Equality & Diversity, and Data Protection.

## **Requirements**

- To have experience of university life and preferably some knowledge of Chaplaincy.
- To be happy working with students and staff (academic and non-academic), responding with awareness and sensitivity as required.
- To work effectively in a team that values collaborative working.
- To have an understanding of and an appreciation for the breadth of Anglican worship and liturgy.
- To be competent in IT and conversant in social media.
- To work flexible hours as events and priorities demand, including evenings and weekends.
- If not a communicant member of the Church of England, to be sympathetic towards and willing to learn about the culture and practice of the Church of England.
- To abide by the principles of the University of Exeter Multifaith Statement.

## **Additional duties/responsibilities**

- To participate in an annual appraisal as determined by the St Luke's College Foundation Trustees.
- To meet on request with the Anglican Chaplaincy Management Group.
- To attend local and national training courses and events that may be identified as necessary by the ACMG.

This job description is a guide to the minimum requirements of the job. It is hoped that the role will be flexible enough to incorporate some of the post-holder's own interests, and to make best use of their gifts and skills.

This is a specification of the job as it is at present constituted. It is the practice of the St Luke's College Foundation periodically to review and examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes may be proposed.

The post-holder is expected to participate fully in any discussions relating to updating and/or changing this job description. It is the Foundation's aim to reach agreement to reasonable changes but, if agreement is not possible, the Foundation reserves the right to insist on changes to this job description after consultation with the post-holder.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Director of St Luke's Foundation)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Chair of ACMG)

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Post Holder)

**Person specification**

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent</li> </ul>	
Knowledge/ Experience	<ul style="list-style-type: none"> <li>• Knowledge and understanding of University sector</li> <li>• Some experience of involvement in the worship of the church</li> <li>• Proficient user of Microsoft software packages such as Word and Excel and e-mail.</li> <li>• Proficient user of design and publishing tool e.g. Canva.</li> <li>• Experience and good knowledge of the internet and social media and its practical use.</li> <li>• Experience of involvement in church related groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of live-streaming and/or AV technology, or a willingness to learn.</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Comfortable engaging with students whilst keeping appropriate boundaries</li> <li>• Able to cope and engage with diversity within the church and University setting and with those on the edges and boundaries of church life</li> <li>• Able to facilitate groups and engage with individuals</li> <li>• Self-motivated and flexible; an ability to initiate, plan and work independently as well as collaboratively in a team.</li> <li>• To be at home in a community of prayer, hospitality, compassion and study.</li> <li>• Able to keep appropriate boundaries and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Able to think creatively and theologically</li> </ul>