JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Muslim Chaplain</th>
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<tbody>
<tr>
<td>Department / Unit:</td>
<td>Student Advisory and Wellbeing Services</td>
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<tr>
<td>Job type</td>
<td>Professional Services</td>
</tr>
<tr>
<td>Grade:</td>
<td>5</td>
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<tr>
<td>Accountable to:</td>
<td>Co-ordinating Chaplain</td>
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<tr>
<td>Accountable for:</td>
<td>N/A</td>
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Purpose of the Post

The Multi Faith Chaplaincy is a well-supported ecumenical and multi-faith institution within the College. There is a purpose built Muslim Prayer Room with good facilities and space for Friday Prayers is provided in a larger venue as they are attended by members of both the college and the local community. Royal Holloway also has a beautiful and historic chapel with a strong choral tradition. The College places great importance on ensuring harmony and open communication on our multi-faith and multi-cultural campus.

The post-holder is expected to work a 9 hour week in term-time and the remaining 112hrs (making in total a 0.260 FTE) should be shared between vacation time and the additional demands of Ramadan and Eid celebrations whenever they occur. The allocation of working hours may be subject to revision by mutual agreement.

Key Tasks

1. Pastoral care of Muslim Students, including:
   a. Support for the Islamic Society, the Prayer Room Wardens and other volunteers.
   b. Making arrangements for requested services that the College is able to support such as Friday Prayers and other Islamic and Interfaith celebrations and events.
   c. Individual meetings
   d. Leading or officiating at services when appropriate
   e. Ensuring that the Prayer Room is well cared for

2. Pastoral support of the College community. The College is extremely well-resourced in terms of student welfare and the Muslim Chaplain will always have sources of expert help to which to refer and will not be required to assume primary responsibility for student welfare. Within this context to:
   a. Contribute to the welcome given to incoming students especially as part of Welcome Week.
b. Offer particular pastoral support to members of the Muslim community, easing their referral to other Services and helping them with faith-related elements of their difficulties.

c. Working with and supporting all the Student Faith Societies and other relevant groups, in particular creatively resolving conflict between groups and helping them to work within the College's Faith Policy.

d. Exercising vigilance over the activities of faith groups on campus and in particular to monitor attempts by faith-connected groups external to College to recruit students to their programmes and in addition to support College in vigilance in discouraging harmful radicalisation of students. Royal Holloway has considerable positive experience of managing harmony in this area and full senior staff support is available in event of difficulties.

e. Supporting community networks and relationships across the whole College, often through hospitality and encouragement of inclusive religious observation and of appropriate observance of different faiths for all members of our multi-faith community.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with:

- Royal Holloway students and staff
- Student Advisory and Wellbeing Services, Events Office, Principal's Office,
- Student Union
- and other relevant bodies over faith issues.