**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Anglican Chaplain</th>
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<tbody>
<tr>
<td>Department</td>
<td>Student Advisory &amp; Wellbeing, Academic Services</td>
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<tr>
<td>Grade</td>
<td>Post is paid at the local incumbency rate (currently £28,444 per annum)</td>
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<tr>
<td>Accommodation</td>
<td>A house in Englefield Green is provided by the Diocese of Guildford.</td>
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<tr>
<td>Hours</td>
<td>35 hours per week</td>
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<tr>
<td>Reporting to</td>
<td>Head of International Support &amp; Inclusivity</td>
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<tr>
<td>Responsible for</td>
<td>Chaplaincy &amp; Weddings Co-ordinator</td>
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**Purpose & vision**

The College wishes to appoint an Anglican Chaplain to be part of a Multi-faith Chaplaincy with an Anglican foundation, drawing on appropriate links with a variety of churches and other faith groups for the benefit of students and staff within the College. We are seeking a new incumbent to work as part of that team to develop Christian faith and worship, to offer pastoral care and to be a strong, visible presence on campus, to build and foster healthy community including through outreach more generally. The College is strengthened by our diverse, multi-cultural community and the incumbent will embrace and enjoy the opportunities this brings. With our motto 'Esse quam videri' ('to be rather than to seem') our community is one that inspires individuals to succeed.

**Context**

The College requires an ordained Church of England minister, licensed by the Bishop of Guildford, to be the Anglican Chaplain working collaboratively within the Multi-faith Chaplaincy team, a well-supported and ecumenical team within the College. The postholder is expected to work a 35 hour week in which they will need to be available to support the Chapel service pattern, including some duties at weekends. There is an expectation the postholder will adhere to Student Advisory & Wellbeing’s processes and working patterns with reasonable, and pre-agreed, adjustment of hours for weekend and evening services. The Chaplain may occasionally be required to be available at agreed times for out-of-hours College events. A house close to the College, in Englefield Green, is supplied by the Diocese as accommodation and for use for faith group activities and pastoral engagement.

**Royal Holloway and Department background**

Royal Holloway is today, more than ever, the backdrop to many stories – historical, architectural and cinematic, as well as academic and personal. Today’s Royal Holloway is formed from two colleges, founded by two social pioneers, Elizabeth Jesser Reid and Thomas Holloway. They were amongst the first places in Britain where women could access higher education. Bedford College, in London,
opened its doors in 1849, and Royal Holloway College’s stunning Founder’s Building was unveiled by Queen Victoria in 1886 – it’s still the focal point of the campus and houses our magnificent Chapel. In 1900 the colleges became part of the University of London and in 1985 they merged to form what is now known as Royal Holloway. Our 10,000 students and 1,750 staff represent a diverse range of backgrounds and the College places great importance on ensuring harmony and open communication on our multi-faith and multi-cultural campus.

Royal Holloway has a beautiful and historic Chapel with a strong choral tradition and regular services, both ecumenical and led by different dominations. Housed in one of the most spectacular university buildings in the world, and completed in 1886, the beautiful gilded Chapel includes bas-reliefs by Ceccardo Fucigna, a fine three-manual organ and spectacular acoustics. The Chapel is both a place of worship and a focal point for the Royal Holloway community – for example its use for our Summer Graduation Ceremonies. It is non-denominational and the variety of services and events held regularly include Choral Evensong, Compline and Catholic mass. Royal Holloway maintains a tradition of daily sung morning services.

The role of Anglican Chaplain is part of our Student Advisory & Wellbeing Department. The Department sits within the Directorate of Academic Services and consists of Disability & Dyslexia Services, International Support & Inclusivity (including Financial Welfare & Multi-faith Chaplaincy), Student Counselling and Student Wellbeing. The Multi-faith Chaplaincy team is comprised of the Anglican Chaplain, the Roman Catholic Chaplain (employed by the Catholic Diocese of Arundel and Brighton), the Muslim Chaplain (part-time) and the Chaplaincy & Weddings Co-ordinator (part-time). The Co-ordinator role offers administrative support to the three Chaplains including servicing Chaplaincy meetings. There is also a small team of Duty Wedding Co-ordinators and an ecumenical team of up to six student volunteer Chapel Wardens who assist with services and events. (The Prayer Room Wardens and Friday Prayer volunteers are supervised by the Muslim Chaplain).

The College is committed to promoting equality of treatment of all students and staff regardless of race, nationality, ethnic origin, gender, age, marital or parental status, dependents, disability, sexual orientations, religion, political belief or social origins. Like all staff, our Chaplains are expected to work within this framework, and to ensure that others abide by it.

### Key responsibilities and outcomes

The Anglican Chaplain will offer support to students and staff of any faith and belief and the role consist of four equally important areas of responsibility:

#### Pastoral support

The College is well-resourced in terms of student wellbeing and the Chaplain will be able to refer to these services within the wider department team and not expected to assume primary responsibility for pastoral care. The postholder will:

- Offer pastoral support to all members of the College community and provide guidance with all faith-related aspects of life.
- Work with colleagues on the early identification of vulnerability of students, assist with referral to other pastoral services, and support appropriate follow up engagement and intervention.
- Support the welcome given to incoming students including the co-ordination of faith-related Welcome Week events.
- Enable inclusive religious observation and appropriate observance of different faiths for all members of our multi-faith community.
• Actively support College and departmental policies and procedures including safeguarding, equality of opportunity, diversity and social inclusion.

• Exercise vigilance over the recruitment and evangelistic activities of faith groups on campus and support the discouragement of harmful behaviours where identified. This includes monitoring activity by external faith-connected groups to ensure any with negative or unhelpful agendas are challenged.

**Worship**

The postholder will have responsibility for Christian worship on campus which includes:

• Working as a team with others in multi-faith Chaplaincy to manage & co-ordinate daily and weekly patterns of worship in the College Chapel. Support will be provided by the Director of Choral Music & the Choir, and the Chapel Wardens.

• Preaching and offering creative and constructive religious instruction that is congruent with both their role as a member of the Church of England and of the College.

• Serving the wider worship needs of the College community by overseeing College services such as annual Lessons and Carols.

• Making arrangements for requested, College-supported services such as weddings and memorials. It is a requirement of the post that the incumbent offers support and, if requested, officiates for the small number of current students and staff requesting to marry in Chapel, and provides support to alumni (or others nominated by the Principal’s Office) wishing to marry in Chapel, subject to the requirements relating to obtaining the Archbishop’s license.

• Working in a creative and collaborative way to address the different preferences of worship following the College tradition of using a wide variety of liturgical and musical styles.

• Fostering the discipleship of all Christians among students, faculty and staff – whatever their denomination – helping each to flourish and find fullness of life in their respective vocations.

• Seeking to contribute to a ‘Transforming Church – Transforming Lives’ (the Diocese of Guildford’s vision) in particular on the campus of Royal Holloway.

• The postholder will work with the College to ensure the proper use, care, and maintenance of all faith spaces of campus.

**Outreach work to engage with campus life**

The College is a secular institution and does not ally itself with any particular faith but does commit actively to support the study and celebration of mainstream faiths within its community. The postholder will:

• Undertake proactive outreach work within the student community to support the team’s commitment to provide pastoral care and guidance to all students.

• Arrange events, discussion groups and public lectures within the Chaplaincy programme and contribute towards events and initiatives at the invitation of other College and Students’ Union colleagues.

• Work collaboratively and supportively with the Catholic Chaplain and Muslim Chaplain to provide a broad range of faith awareness campaigns or events on campus, and building dialogue and fostering trust across areas of difference.

• Work collaboratively to support the Students’ Union Faith Societies and other relevant student groups ensuring they work within the College’s Faith Policy.
- Contribute to academic life where invited, through engagement and discussion with Academic Schools and Academic staff.

- Engage intelligently in co-curricular student life to interpret matters of faith and belief appropriate to a multi-faith academic context, as well as to present the claims of the Christian gospel where appropriate.

- Observe and foster the College’s Faith Policy within which all members of the team are required to work. Please note that the current policy is in process of review and development.

- Advise College Professional Services and Academic Schools on matters of religion where required.

**Engagement with the Diocese of Guildford**

- Participate with local clergy colleagues in the activities of the Runnymede Deanery, for collaboration and mutual support.

- Work alongside the Vocations team in developing a culture of vocation and be an advocate for the educational sector – its gifts and needs – across the diocese.

- Attend (and contribute to) Continuing Ministerial Development and other diocesan-wide events as possible and relevant to the role.

_This working relationship will be further developed within a new memorandum of understanding between the College and the Diocese._

**Other duties**

- Work with the Chaplaincy and Weddings Co-ordinator to ensure all routine administrative tasks relating to the running of the team are completed including publicity and communications.

- Support the work of Student Advisory & Wellbeing, playing a full and active part in the delivery of high quality pastoral care and support to students, and participate in department-led outreach events and campaigns.

- Any other duties as required by the Line Manager or Head of Department that are commensurate with the role of Anglican Chaplain.

- As the needs of the College change so the above job profile, duties and location of the role within the College may be adjusted accordingly. Any proposed amendments impacting on the purpose, scope, responsibilities and location of the role will be discussed with the Diocese / Bishop of Dorking.

**Internal and external relationships**

- The Chaplain is expected to liaise with fellow Chaplains at other Higher Educational Institutions and support the continuation of sector standard best practice working.

- The Chaplain will foster links with local churches, in particular contributing as feasible in the parish of St Jude’s, Englefield Green (currently in vacancy) as well as around the deanery and diocese more generally.

- The role will include liaison with colleagues across all Professional Services and Academic Schools in the College and with the Students’ Union.

- The postholder will also support College networking and liaison with external contacts on issues and events of mutual interest for the benefit of the College and community.
### Other information:

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<tr>
<th><strong>Salary</strong></th>
<th>Local incumbency rate with annual increments as set by the Diocese of Guildford. This is currently £28,444 per annum.</th>
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<tr>
<td><strong>Hours</strong></td>
<td>35 hours per week. There will be a pre-agreed adjustment of hours from the standard 9am – 5pm (M-F) to allow for evening and weekend services and other duties where required.</td>
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<td><strong>Pension</strong></td>
<td>You are entitled to join the occupational pension scheme for staff which is the Universities Superannuation Scheme (USS) – <a href="http://www.uss.co.uk">www.uss.co.uk</a> - or if you prefer the College will contribute on your behalf to the Clergy Pension Scheme.</td>
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<tr>
<td><strong>Housing</strong></td>
<td>Housing in Englefield Green is provided by the Church. The Chaplain’s house is a comfortable four-bedroom property in a small quiet cul-de-sac in Englefield Green, a short walk from the College main campus.</td>
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<tr>
<td><strong>Leave</strong></td>
<td>27 days per annum. In addition there is an entitlement of 8 statutory public holidays and, at the College’s discretion, an additional 6 days holiday, shared between Easter and Christmas, when the College is closed.</td>
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<tr>
<td><strong>Notice</strong></td>
<td>You may terminate your employment by giving three months’ notice in writing to the Head of Department.</td>
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<tr>
<td><strong>Benefits</strong></td>
<td>We offer a highly competitive rewards and benefits package including:</td>
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<td></td>
<td>- Generous annual leave entitlement</td>
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<td>- Training and development opportunities</td>
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<td>- Pension scheme with generous employer contribution</td>
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<td>- Various schemes including Cycle to Work, help with the cost of eyesight testing,</td>
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<td>- Free parking</td>
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<td>- Workplace Nursery (Bright Horizons, Englefield Green)</td>
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<td>- Access to an Employee Assistance Programme</td>
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<tr>
<td><strong>Review</strong></td>
<td>The role holder will have an annual performance development review with the Line Manager, the outcomes of which will be shared with the Bishop of Dorking and will participate in bi-annual Ministerial Conversations with the Bishop of Dorking.</td>
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