



JOB DESCRIPTION

Job Title	Anglican Chaplain
Department	Multifaith Chaplaincy; Directorate of Student Life (Wellbeing & Experience)
Grade	Post is paid at the local incumbency rate (currently £28,444 per annum)
Accommodation	A house in Englefield Green is provided by the Diocese of Guildford.
Hours	35 hours per week
Reporting to	Director of Student Life
Responsible for	Chaplaincy & Weddings Co-ordinator

Purpose & vision

The University wishes to appoint an Anglican Chaplain to be part of a Multifaith Chaplaincy team, drawing on appropriate links with a variety of churches and other faith groups for the benefit of students and staff within the University. We are seeking a new incumbent to work as part of the team to develop Christian faith and worship, to offer pastoral care, to be a strong, visible presence on campus, to build and foster healthy community including through outreach more generally. The University 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 inclusive and supportive community is one that inspires individuals to succeed.

Context

The University requires an ordained Church of England minister, licensed by the Bishop of Guildford, to be the Anglican Chaplain working collaboratively within the Multifaith Chaplaincy team, a well-supported and ecumenical team within the University. The postholder is expected to work a 35 hour week within which they will need to be available to support the Chapel service pattern, including Sunday services. There is an expectation the postholder will adhere to University and Directorate 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 University events. A house close to the University, 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 Universities, founded by two social innovators, Elizabeth Jesser Reid and Thomas Holloway. They were amongst the first places in Britain where women could access higher education. Bedford University, in London, opened its doors in 1849, and Royal Holloway University's stunning Founder's

Building was unveiled by Queen Victoria in 1886 – it's still a feature point of the Egham campus and houses our magnificent Chapel. In 1900 the two Universities became part of the University of London and in 1985 they merged to form what is now known as Royal Holloway. Our 12,500 students and 1,800 staff represent a diverse range of backgrounds and the University places great importance on ensuring harmony and open communication on our multifaith and multi-cultural campuses in Egham and London.

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.

The role of Anglican Chaplain is part of our [Directorate of Student Life \(Wellbeing & Experience\)](#). The Directorate includes teams supporting student wellbeing and experience: Active Lifestyle & Sport, Counselling & Mental Health, Disability & Neurodiversity, Hall Life, International & Money Advice, Multifaith Chaplaincy and Wellbeing Support & Guidance. The [Multi-faith Chaplaincy team](#) is comprised of the Anglican Chaplain, the Roman Catholic Chaplain, the Muslim Chaplain and the Chaplaincy & Weddings Co-ordinator. 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 University 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 University is well-resourced in terms of mental health and wellbeing support and the Chaplain will be able to refer to these services within the wider directorate teams and is therefore not expected to assume primary responsibility for pastoral care. The postholder will:

- Offer pastoral support to all members of the University community and provide guidance with all faith-related aspects of student life.
- Work with relevant colleagues on the early identification of vulnerability of students, assist with referral to other support services, and provision of appropriate follow up engagement and intervention.
- Support the welcome given to, and experience of, 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 University and departmental policies and procedures including safeguarding, equality of opportunity, diversity, and 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 regular patterns of worship in the University Chapel. Support will be provided as required 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 University.
- Serving the wider worship needs of the University community by leading and overseeing services such as the annual Lessons and Carols services.
- Making arrangements for requested University-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 wishing to marry in Chapel, subject to the legal licensing requirements..
- Working in a creative and collaborative way to address different preferences of worship following the University 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 '[Transforming Church – Transforming Lives](#)' (the Diocese of Guildford's strategy and vision) in particular on the Egham campus of Royal Holloway.
- The postholder will work with the University to ensure the proper use, care, and maintenance of all faith spaces of campus.

Outreach work to engage with campus & student life

The University 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 University and Students' Union colleagues.
- Work collaboratively and supportively with the other Chaplains to provide a broad range of faith awareness campaigns or events on campus 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 University'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 University'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 University Professional Services and Academic Schools on matters of religion, faith and spirituality where required including where faith observance may impact on routine functions.

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 is documented within a memorandum of understanding between the University 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 the Directorate of Student Life, 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, Director or Executive Director that are commensurate with the role of Anglican Chaplain.
- As the needs of the University change so the above job profile, duties, and location of the role within the University may be adjusted accordingly. Any proposed amendments impacting on the purpose, scope, responsibilities, and location of the role will be discussed with the Diocese of Guildford.

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 in the parish of [St Jude's Church, Englefield Green](#) (Revd Canon Judith Alford, Incumbent Vicar) 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 University and with the Students' Union.
- The postholder will also support University networking and liaison with external contacts on issues and events of mutual interest for the benefit of the University and community.

Other information:

Salary	Local incumbency rate with annual increments as set by the Diocese of Guildford. This is currently £28,444 per annum.
Hours	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.
Pension	You are entitled to join the occupational pension scheme for staff which is the Universities Superannuation Scheme (USS) – www.uss.co.uk - or if you prefer you may opt into or continue in the Clergy Pension Scheme.
Housing	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 University Egham campus.
Leave	27 days per annum. In addition there is an entitlement of 8 statutory public holidays and, at the University's discretion, an additional 6 days holiday, shared between Easter and Christmas, when the University is closed.
Notice	You may terminate your employment by giving three months' notice in writing to the Director of Student Life.
Benefits	We offer a competitive rewards and benefits package including: <ul style="list-style-type: none">• Generous annual leave entitlement• Training and development opportunities• Pension scheme with generous employer contribution• Various schemes including Cycle to Work, help with the cost of eyesight testing,• Free parking• Access to an Employee Wellbeing Programme & Togetherall platform
Review	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.

Job descriptions should be regularly reviewed to ensure they represent an accurate account of the duties carried out by the post holder. The job description may be altered from time to time at the discretion and agreement of the University and the Diocese of Guildford, and in consultation with the post holder.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job title	Anglican Chaplain		
Department:	Directorate of Student Life (Wellbeing & Experience) Multifaith Chaplaincy		
	ESSENTIAL	DESIRABLE	APP/INT
Knowledge, Education, Qualifications and Training			
Educated to degree level (or relevant equivalent experience); a theological qualification & training in Ministry, including satisfactory clearance of Initial Ministerial Education.	X		App
Ordained Anglican priest in good standing for licensing by the Bishop of Dorking (Diocese of Guildford).	X		App
Skills and/or Abilities			
Demonstration of and a commitment to maintaining professional relationships with a tactful, collaborative and emotionally intelligent working style.	X		App / Int
Demonstration of a flexible and imaginative approach to liturgy and worship.	X		App / Int
A demonstrated understanding of and commitment to issues supporting equality and diversity and to working with all student groups, promoting tolerance and inclusion. (<i>This includes a commitment to the University Faith Policy</i>).	X		App / Int
Strong organisational and administrative abilities including the ability to lead and delegate effectively with excellent communication skills and the ability to engage with all members of our student and staff community effectively.	X		App / Int
Good judgement and discernment, the ability to recognise and work within appropriate boundaries.	X		App / Int
Personal resilience and maturity in dealing with challenging and sometimes distressing situations and inner spiritual resource	X		App / Int
Experience			
Experience of providing pastoral care and support especially to young people or students.	X		App / Int
Experience of ecumenism and other faiths; and working collaboratively within a diverse team.	X		App / Int
Other requirements			
<ul style="list-style-type: none"> Expectation of adherence to the University and Directorate objectives, processes and working patterns (with reasonable adjustments for services). 			Interview

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| <ul style="list-style-type: none">• Enhanced DBS clearance, and a requirement for Diocese of Guildford safeguarding training in order to be licensed. | |
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How to Apply:

Please click the link at the bottom of the advertisement to apply via the Royal Holloway application portal.

Completed applications must be received by 23:59 on the closing date to be considered.

Interviews will provisionally be held in October 2023

If you have any questions or require any assistance with your application process, please contact Recruitment@rhul.ac.uk

Closing date: 29 September 2023

The University is committed to equality and diversity, and encourages applications from all sections of the community.