

Job Description for the Chaplain to the Bishop of Coventry

Employer:	The Church Commissioners, on behalf of the Bishop of Coventry
Job Title:	Chaplain to the Bishop of Coventry.
Job Requirement:	This is a post on the Bishop's Senior Staff Team, for a person in priest's orders, who is episcopally ordained in the Church of England or a Church in full Communion with it. This post has attached to it an Occupational Requirement under the 2010 Equality Act, Part 1, Schedule 9, and it carries the stipend of a Residentiary Canon.
Location:	The Bishop's House, 23 Davenport Road Coventry, CV5 6PW
Responsible to:	The Bishop of Coventry
Responsible for:	Providing primary support to the Bishop in her oversight of the clergy
Key Relationships:	The Bishop of Coventry, the Bishop's Staff at Bishops House and especially the EA to the Bishop of Coventry, the members of the Bishop's Senior Staff Team, DSA, the Diocesan Registrar and relevant staff of the NCIs.

1. Introduction

Bishop Sophie was appointed the 10th Bishop of Coventry in 2024 and took up the legal responsibility in February 2025. As the Bishops House is refurbished, she is using this time to prepare well for this new responsibility building on her experience of episcopal ministry over the past five years. She will commence public duties from the date of her welcome service on 7 June 2025.

As Diocesan Bishop she will exercise the primary apostolic ministry for the Diocese of Coventry, leading in mission, presiding over its sacramental life, offering Bible teaching and pastoral care. Bishop Sophie seeks to live out her calling prayerfully, joyfully and collaboratively, looking to God to bring renewal, enabling the Diocese of Coventry to continue to reach its considerable potential and flourish in the coming years.

As chief pastor to the pastors, the Bishop has particular care for the clergy and all licenced lay ministers, including deanery lay chairs and church wardens. Bishop Sophie expects to have regular pastoral meetings with individual clergy, and to use Bishops House and gardens as a place of hospitality for ordained and lay leaders, and for civic and community leaders.

Bishop Sophie will, in due time, share her episcopal authority and responsibility fully and collegially within the Diocese with the Bishop of Warwick once appointed, but will first take time to form a clear picture of the Diocese before beginning that process of appointment.

She will work closely with the Dean of Coventry, the Archdeacons, and the other members of the Bishop's Senior Staff Team. This missionary and apostolic oversight is of course shared with every licensed priest, but among them especially, the area deans. Governance responsibility for the Diocese is likewise shared, principally through the Bishop's Council and Diocesan Synod.

2. Person Specification:

The Bishop's Chaplain will:

- a) work to the Bishop, her agenda and priorities, focused on assisting her ministry, with wisdom, good humour, and steadfast hope.
- b) be emotionally intelligent and theologically alert, with a strong ability for reading people and situations, relating well across a diverse range of ages, personalities, cultures and theological convictions.
- c) be flexible and adaptable, able to work to tight deadlines, to prioritise, to cope with complex and competing demands, and to assemble resources on a wide variety of subjects.
- d) enjoy working as part of a small team, with the spontaneity and natural generosity which interdependence requires.
- e) provide pastoral support to the Bishop's Staff, with a proven capacity to work calmly and effectively through more stressful seasons of ministry.
- f) proficient in using the Microsoft 365 suite of tools, e.g. Outlook, Word, Excel, PowerPoint, and Teams, with a 'demonstratable' digital-first approach to communication, collaboration, and task management. Familiarity with SharePoint, OneDrive, and other Microsoft 365 applications for enhancing operational efficiency and minimizing reliance on paper-based processes is desirable.
- g) able to write fluently, communicating to a wide range of audiences with clarity and care, including letters, memos and other documents to a high standard and with attention to detail.
- g) work to the highest levels of confidentiality and loyalty, yet ready to challenge the Bishop and hold her to the highest standards of integrity and Christian ministry; to provide the Bishop with a sense of perspective and good humour.
- h) be familiar and creative with traditional and contemporary liturgies, able to lead effectively diverse forms of worship.
- i) have a passion for evangelism, growing disciples and the growth of the church.
- j) quickly be able to develop a working knowledge of the vacancy processes of the Church of England and an ability to liaise with the Archdeacons, Area Deans and Patrons.
- k) be confident and assured in following due process in supporting the bishop in all matters relating to safeguarding and clergy discipline.
- l) be willing and able to drive, with access to a vehicle (including the bishop's).

3. The Setting

- a) The Chaplain, EA and Administrative Assistant are based in a shared office at The Bishop's House where the Bishop also has her study.
- b) The Chaplain will work in particularly close collaboration with the Bishop's EA, who provides oversight in managing the Bishop's office, her correspondence, accounts and diary.

- c) Some administrative support to the Chaplain is provided by the Administrative Assistant.

4. The Tasks

i) Strategic

- a) To support the Bishop in liaising with colleagues over matters of strategic development in the mission of the Diocese.
- b) To support the Bishop in the oversight and implementation of core elements of the strategy particularly in aspects of recruitment and orientation of new clergy.
- c) To assist the Bishop in remaining true to her values, focused on the strategic priorities of her ministry and to persevere with joy, especially through the inevitable joys, disappointments and challenges.
- d) To act as required as the Bishop's personal representative with individuals, to parishes and at particular events/meetings, and on task groups within the Diocese.

ii) Liturgical

- a) To take primary responsibility, on behalf of the Bishop, for worship and prayer in the life of the Bishop's Senior Staff Team and to help shape a pattern of prayer in the Bishops House Chapel which is sustainable and life giving, including occasional services of Holy Communion.
- b) To oversee planning for key services across the Diocese, including confirmations and institutions, and to support the bishop at these services as requested
- c) To advise on and provide bespoke prayers and liturgies, faithful to the Anglican tradition, for a variety of civic and ecclesiastical occasions.
- d) To attend the Bishop in the Cathedral on principal feasts and at ordinations, and other major services; and on occasion at institutions, licensings and confirmations in the Diocese.

iii) Pastoral and Administrative

- a) With the EA, to be a person to whom the bishop can turn and speak to in confidence.
- b) To support the Bishop's Senior Staff Team by acting as secretary, and to facilitate, and if required be secretary to, other meetings as required, shaping agendas and ensuring that the Bishop follows through with any agreed actions.
- c) To be the Bishop's primary point of contact with clergy and lay leaders, including by managing key correspondence and emails to and from the bishop and her clergy and to alert the Bishop to key pastoral needs among the clergy, including new arrivals into the Diocese, illness, births, bereavement, significant birthdays and so on.
- d) To work with the members of the Bishop's core staff team to ensure that Ministerial Development Reviews are appropriately allocated and followed up.

- e) To respond to 'Bishop to Bishop' enquiries and reference requests as required by the bishop, seeking Clergy Current Status Letters and preparing drafts for the bishop to review and sign and to process movement forms.
- f) To be responsible for checking that all blue files for clergy coming into the diocese are seen and read and to ensure that blue files are transferred when clergy leave diocese.
- g) To work with diocesan colleagues to ensure that the National Clergy Register, clergy safeguarding training and DBS checks, are constantly up to date.
- h) To maintain the database of clergy Permissions to Officiate and the list of retired clergy, to ensure these are constantly up to date.
- i) To maintain the database of clergy and their family members and all contact and address lists associated with the bishop's public ministry and personal relationships.
- j) To oversee any ministerial paperwork which requires the Bishop's signature by virtue of her jurisdiction.
- k) To assist the Bishop in the administration of grants to clergy and their families.
- l) To support the EA in the management of the Bishop's Office, working with the EA to ensure that the bishop is fully and appropriately briefed for all engagements.
- m) To undertake whatever other tasks the Bishop may reasonably require.

iv) Legal

- a) To act as the first point of contact for complaints/grievance procedures relating to clergy.
- b) To be the first point of contact in the Bishop's Office for safeguarding matters; to liaise with the Diocesan Safeguarding Adviser and the Archdeacon Pastor (Safeguarding Lead for the Bishop's Senior Staff Team); to attend Core Group case meetings on behalf of the bishop.
- c) To be the first point of contact in the Bishop's Office with the Diocesan Registry, regarding the suspension of benefices and pastoral re-organisations and the issue of licences.
- d) To act as the Bishop's Data Protection Compliance Officer, ensuring compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Responsibilities include managing subject access requests, maintaining clergy files, and providing clear, practical advice to the Bishop on data protection matters as required.

v) Special Interest

The bishop is keen for the Chaplain to be involved in an area of mission and ministry of that is of particular interest to them (either in the Diocese or at national level) and by mutual agreement would support this interest within the designated hours of work.

Terms and Conditions of Service and Other Notes

The post-holder will be a priest of the Church of England, or of a church in full communion with it. They will conduct worship on behalf of the bishop and preside at all sacraments appropriate to the Church of England. This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9. This post is subject to an enhanced plus DBS (Disclosure and Barring Service) clearance.

Place of Work: The Chaplain's main place of work is the Bishop's Office at The Bishop's House.

Remuneration: Salary equivalent to that of a Residentiary Canon in the Diocese of Coventry. This will be £33,058.

Accommodation: A house (or housing allowance) will be provided to enable the Chaplain to carry out their duties.

Pension Contributions: Non-clergy staff will be automatically enrolled in the Church Administrators Pension Fund (CAPF, DC Section) unless they choose to opt out. Clergy already in the Church of England Funded Pensions Scheme (CEFPS) will have the option of either remaining in this scheme or joining the CAPF scheme. Further information can be found at [Pensions Church of England](#)

The NCIs have an income protection insurance arrangement. To be eligible for cover under this policy an employee must be a member of the CAPF DC section. Please note that insurance cover is not necessarily automatic and that underwriting may be required by the schemes in some instances. Cover will be subject to any terms and conditions laid down by the insurance company.

Working expenses will be reimbursed on a monthly basis from the Bishop's Office on behalf of the Church Commissioners. Car/bicycle mileage will be reimbursed at the prevailing Church Commissioners' rate.

Working Hours: The expectation is of a similar time commitment as a parish priest. As a general rule the Chaplain will be expected to share in morning worship outside office hours, and to keep office hours of 9.00 am to 5.00 pm with a break for lunch. There is an expectation of some work, and ministry being exercised, outside office hours. There will be some evening commitments. The rest day is generally a Friday or Saturday.

Sundays: On Sundays, the Chaplain will usually be expected to be available to take services and preach where needed.

Annual Leave: You are entitled to 30 days paid annual leave per year. This is exclusive of public and additional holidays. The leave year runs from 1st January to 31st December. Holiday dates have to take into account the Bishop's own holiday dates and that of their Senior PA to ensure adequate cover in the Bishop's Office.

Spiritual and Professional Growth: The Chaplain is encouraged to have a Spiritual Director, to make an annual retreat, to attend CME and the annual Bishops' Chaplains Consultation.

Other commitments: It is hoped that the Chaplain will be actively involved in the life of the Diocese, especially during periods of vacancy or sickness, to support the mission and ministry of the parishes.

Reviews: There will be an annual Management Development Review by the Bishop; and regular interim reviews.

Probationary period: There will be a probationary period of six months.

Notice: During the probationary period the employment may be terminated by one month's written notice on either side or by pay in lieu of notice by your employer. Once your appointment is confirmed the notice period will be extended to three months on either side or by pay in lieu of notice by your employer.

This is a new role and as such, the role description will be kept under review especially at the end of the probation period and at annual reviews.

Health and Safety Responsibilities

All staff are required to ensure that they understand and accept the legal duties placed on them by the Health and Safety at Work Act not endanger themselves or others by any act or omission on their part and by the Management of Health and Safety at Work Regulations to co-operate with colleagues and management in the control of health and safety at work. Therefore, staff are required to:

- o Read, understand and abide by the Health and Safety Policy;
- o make themselves familiar with accident and emergency procedures for their site;
- o make themselves familiar with the findings of any risk assessments which might affect them;
- o inform their manager immediately of any health or safety deficiencies or dangerous situations or near misses;
- o set a good personal example in respect of health and safety.

To apply, please complete the application on Pathways, Church of England careers webpage.

Closing date for receipt of applications: Sunday 15th March 2025