



Chaplain to the Bishop of Newcastle & Minor Canon of Newcastle Cathedral Diocese of Newcastle



Diocese of Newcastle

www.newcastle.anglican.org

Newcastle Diocesan Board of Finance. A Company Limited by Guarantee and a Registered Charity.

Registered in England number 650977. Registered office: Church House, St John's Terrace, North Shields NE296HS.

Overview

About the Diocese of Newcastle and the role of Bishop's Chaplain and Minor Canon of Newcastle Cathedral



Welcome! Thank you so much for your interest in exploring the role of Bishop's Chaplain and Minor Canon of Newcastle Cathedral. I hope the information below helps in your discernment and I look forward to hearing from you! This is an exciting time in the life of our Diocese as we journey towards our 150th anniversary in 2032 led by our vision:

Seeking through being open to God's transforming love

Sharing through being generous with God's transforming gifts

Sending through being engaged in God's transforming work in the world

seeking ◦ sharing ◦ sending

Overview

The Diocese of Newcastle is the Church of England's most northerly Diocese. Formed in 1882 the Diocese covered an area almost equivalent to the then County of Northumberland. With 169 parishes across 2,110 square miles, the Diocese covers the local authorities of Northumberland, Newcastle, North Tyneside and also small parts of County Durham and Cumbria. Under the episcopal leadership of our Diocesan Bishop, The Rt Revd Dr Helen-Ann Hartley and the suffragan Bishop of Berwick, The Rt Revd Mark Wroe, we are resourced by two Archdeacons, and a team of lay and ordained officers who support the development of mission and ministry across the Diocese. Our Cathedral, under the leadership of The Very Revd Lee Batson, is a vibrant place of worship and outreach and plays a vital role in the life of the City of Newcastle.

There are 12 deaneries within 2 archdeaconries (Lindisfarne and Northumberland), which serve a population of 831,600 people across a variety of communities ranging from sparse rural to market towns, coastal, suburban and larger inner-city areas. We have a current cohort of 95 stipendiary clergy (office holders) as well as 20 self-supporting clergy and 47 Readers alongside a number of chaplaincies, pioneers, and new and emerging worshipping communities. A small administration team is based at Church House, North Shields. Church House is also the base for the Joint Education Team and Joint Communications Team (serving the Dioceses of Durham and Newcastle), the Lindisfarne College of Theology and a Religious Resources Centre.

The Diocese has recently increased its resourcing of safeguarding in the light of its INEQE safeguarding report, which was published in 2024. Our new Director of Safeguarding works alongside two assistant staff members in the areas of case work and training, with separate administrative support. The Diocese and its Cathedral is rightly proud of its work with the victims and survivors of church abuse, and is the only Diocese in the Church of England to resource a chaplaincy to victims and survivors of church abuse.

The Diocese also has a new chaplaincy support for the LGBTQI+ communities which is part of our diocesan-wide commitment to foster a climate of inclusion and welcome.

Location

This post will be located at: Church House, St John's Terrace, North Shields NE29 6HS

Due to the nature of the post there is a requirement for work to be carried out flexibly including working from home, the Diocesan Office and throughout the Diocese. Some evening and weekend work will be required over the year.

Overview

About the role of Bishop’s Chaplain and Minor Canon

I am looking for an ordained colleague who is able to drive and animate the role of Bishop’s Chaplain in this season. Someone who is able to articulate their own voice, and echo the voices of colleagues and communities with whom they will interact. You will relate to the bishop’s senior staff team, to the Diocesan team based in Church House, particularly the Canon Director of Mission and Ministry, to Newcastle Cathedral and to its Dean and Chapter. Key relationships will also be with the Bishop’s administrative staff in Bishop’s House, and with Bishop Helen-Ann’s researcher in Westminster who supports the Bishop’s work in the House of Lords. You will be expected also to relate to licence holders across the diocese and be a pastoral listening ear when needed, with a keen eye for detail in drafting and checking liturgies for weekly parish visits and many other types of worship services.

The Dean of Newcastle writes ‘We are delighted that the Bishop of Newcastle would like to make her new Chaplain a Minor Canon at her Cathedral. This will give the person appointed a base within the Diocese for prayer and support, as well as being a way of further strengthening the relationship between the Diocese and its Cathedral. The exact nature of the commitment as Minor Canon will be negotiated with the successful candidate, and we would want to ensure that the link with us is seen as part of the gift of the role rather than something burdensome. The Chaplain will primarily liaise with the Canon for Worship and Congregational Life in relation to their ministry as Minor Canon.’

Job Description - Bishop’s Chaplain

Full time/37.5hrs

Job Title	Chaplain to the Bishop of Newcastle and Minor Canon of Newcastle Cathedral
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Overview

Remuneration	<ul style="list-style-type: none"> • This position is of an Office holder with a Bishop’s Licence. • This post attracts a stipend at the level of incumbent in the Diocese, currently £31,558 p.a. • A house is provided for the better purposes of this role, at St Mary’s Vicarage, Blackfriars Way, Longbenton, NE12 8ST.
Place of work	<ul style="list-style-type: none"> • Diocese of Newcastle, Church House offices. • Flexibility to also work with the Bishop’s Office and at Newcastle Cathedral. • Some attendance at diocesan meetings may be required on occasion. • A flexible working approach of home working, office and ‘out and about’ is required.
Working arrangements	<ul style="list-style-type: none"> • The Bishop’s General License under Seal. • Full time (37.5hrs a week), Monday to Friday 9.00-5.30 (with an unpaid lunch break working with a high degree of flexibility). • Able to travel (car / public transport when possible). • Available outside normal working hours to respond to urgent or immediate issues. • Attend events outside normal working hours on a time off in lieu (TOIL) basis. • Expenses reimbursed on a monthly basis.
Date of issue	<p>April 2025</p>

Main purpose

The core purposes of this post are:

- (i) To support and facilitate the ministry of the Bishop of Newcastle through:
 - Acting as liturgical chaplain preparing, proofing and adding liturgical experience and knowledge.
 - Acting as a sounding board; being a companion in worship and prayer, and intellectually and theologically stimulating.
 - Ensuring the highest level of discretion and confidentiality.
 - Reading, and providing quality research for articles, speeches, sermons etc. and drawing attention to key matters that the Bishop should be aware of.
 - To take particular responsibility for designated projects (such as the biannual *Salt and Light festival*, the annual Clergy Conference, and diocesan wide initiatives that will add interest, opportunity and development experiences).

To ensure all this in the context of:


- (ii) Role modelling excellent collaborative, pastoral and supportive management and leadership skills.
- (iii) Maintaining and fostering excellent working relationships with diocesan and DBF colleagues.
- (iv) Acting at all times in a manner befitting that of a cleric in the Church of England (church officer).

	<p>To live this confidently through:</p> <ul style="list-style-type: none"> (v) A deep commitment to priestly ministry. (vi) Having an ease of confidence, sense of humour, and the ability to communicate with a wide range of people, staying calm, professional and consistent. <p>And enjoying a varied and challenging role, able to keep many plates spinning!</p>
<p>Key contacts and relationships</p>	<ul style="list-style-type: none"> • The Bishop • The Bishop's Office staff colleagues • The Bishop's Senior Staff Team and Diocesan Directors and advisers – Bishops, Dean, Archdeacons, Diocesan Secretary, (Mission and Ministry, Safeguarding, Finance) • Clergy (diocesan and nationally) • DBF colleagues (governance, leadership, management and operational). • Senior lay people (in and out of the Church) • Local churches and worshipping communities • National network for Bishops' chaplains • Organisations where the Bishop is a patron, or has key interest/role

<p>To act as ambassador for the Bishop throughout the Diocese and beyond.</p>	<ul style="list-style-type: none"> • Liaising with the bishops, clergy (especially Area Deans); and with key lay leaders at deanery and DBF levels. • Ensuring that the bishop has quality advice from diocesan and other professionals as appropriate, e.g. business, finance, HR, safeguarding, legal when necessary. • To keep the bishop updated on any specific issue arising, e.g. safeguarding response/core groups and ensuring regular meetings with diocesan safeguarding professionals. • Supporting where appropriate key issues relating to clergy sickness, absence or other, within the provisions of diocesan people policies and practices.
<p>To support the Bishop's Staff Team and colleagues</p>	<ul style="list-style-type: none"> • When required, to support developing agendas for meetings, attending, contributing to, taking notes, briefing and updating on decisions and actions, keeping track of developments. • When required, to follow up specific actions or discussions with senior leaders for the Bishop, especially with the Diocesan Secretary and other Directors, senior lay people/functions. • Take part in working groups or projects as appropriate.
<p>To support the Bishop with practical episcopal matters</p>	<ul style="list-style-type: none"> • Working on liturgy and services, producing liturgy and services as required. • Supporting research on a wide range of theological / other matters and issues. • When required, to deal with as appropriate (including drafting responses etc.), and liaising with other members of Bishops Staff, in particular liaising with Archdeacons on matters which link to complaints against clergy, or about difficult local situations.
<p>Ensuring office compliance in line with national Church requirements</p>	<ul style="list-style-type: none"> • The management of clergy personal files, working with the Bishop's personal Secretary. • Compliance with national Church of England protocols and GDPR.

	<ul style="list-style-type: none"> • Facilitating or working with Subject Data Access Request processes (linking with safeguarding, and Registry, as appropriate). • Working with national and diocesan processes as required, for example, safeguarding national and diocesan reviews (e.g. PCRs).
To be responsible for key Projects	<ul style="list-style-type: none"> • Taking responsibility for designing, delivering and supporting diocesan initiatives and projects as delegated. • Managing any related budgets, communications, resources etc. and working collaboratively with diocesan colleagues.
To undertake other pieces of work and professional and ministerial development	<ul style="list-style-type: none"> • Taking part in annual appraisal and MDR review processes. • To take time for retreat and personal spiritual space. • Role modelling support, mentoring, coaching, and turning your hand to the day to day random and busyness!
Develop personal links with clergy to maintain an active parochial ministry	<ul style="list-style-type: none"> • To preach and take services occasionally in support of a vacancy or where clergy are off sick, or on leave. • To build relationships with the Mission and Ministry team.
To attend, represent or support the Bishop at key diocesan meetings	<ul style="list-style-type: none"> • Attending Diocesan Synod and supporting the Bishop in her roles at other events. • Attending clergy study days, conferences and events.
To support and strengthen effective communications	<ul style="list-style-type: none"> • To work with the Director of Communications, liaising where press statements are needed, or other forms of media or electronic communications with the Bishop are required.

<p>across the Diocese, both internally and externally</p>	<ul style="list-style-type: none"> • Representing the Bishop in regular diary and diocesan management group meetings as appropriate.
<p>To support the Bishop’s strategic and Diocesan responsibilities</p>	<ul style="list-style-type: none"> • Working with the Bishop to prioritise and plan for national diary requirements to ensure the diary is accurate and spanning several years ahead, and preparation time is built in. • Working and liaising with the Bishop and her PA/office support staff to ensure her diary reflects the ongoing priorities within the context of her various commitments and roles; the Church’s calendar; diocesan events, activities and services, and in her national roles and House of Lords commitments. • Liaising with other House of Bishops and College of Bishop’s Chaplains as appropriate, being a key network member and support through the Chaplain’s network (Crozier). • Liaising/supporting the Bishop, or delegating where reports, papers for meetings, action minutes or other paperwork or research are required.
<p>To support vocations work in the Diocese</p>	<ul style="list-style-type: none"> • Support at key points on behalf of the Bishop, including Ordination and Reader/LLM Licensing Services. • To lead coordination of communications, preparations and support for retreats and services. • Developing and managing effective liaison with Sponsoring Bishop’s Office, Vocations Team, Cathedral and candidates for ordination or licensing, among others.
<p>To support the Diocesan Counselling Provision</p>	<ul style="list-style-type: none"> • To share responsibility for oversight of Diocesan Counselling Provision with the Director of Mission and Ministry (DMM) as part of the Bishop of Newcastle’s care and wellbeing of clergy, their families and other Licence holders.
<p>Generic responsibilities</p>	<ul style="list-style-type: none"> • To take responsibility for Health and Safety for self and others.

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- To undertake appropriate training and awareness raising (this includes safeguarding training, H&S training).
 - To participate in annual appraisals and MDR review processes.
 - To offer practical contributions to the life of the Diocese, which help foster, develop and nurture effective working relationships.

<p>Person Specification</p> <p>Essential</p>	<p>A priest in the Church of England or in a church in full communion with it, who can conduct worship on behalf of the Bishop and administer all sacraments appropriate to the Church of England.</p> <p>(Occupational Requirement equality Act 2010 pt1 sch9).</p> <p>Able to always maintain courtesy and confidentiality with all people.</p> <p>Able to inspire trust and credibility within internal and external stakeholders.</p> <p>Excellent eye for detail and written accuracy.</p> <p>Excellent communication skills, written and verbal, with a wide variety of people.</p> <p>A practical and pragmatic approach to tasks and to stay calm under pressure.</p> <p>Motivated and confident.</p> <p>A sense of humour, approachable and friendly.</p> <p>Willingness to learn new ways of working and suggest new ideas.</p>
	<p>Theological acumen, intellectually, emotionally and spiritually stimulating.</p> <p>Excellent administration, IT, social media.</p>
	<p>Working with confidentiality, discretion in sensitive and complex situations including pastoral situations, safeguarding etc.</p>

General

Able to organise own workload effectively.

An eye for detail.

Able to ask difficult questions.

Pastoral and listening skills.

To know when to seek out advice and guidance and ask for help. Understanding of the Church of England's structure and practice.

Understanding of GDPR/data management and processing, Health and Safety, and IT.

A collaborative working style.

Health and Safety Responsibilities

Health and Safety at work is taken very seriously and everyone is required to familiarise themselves with, and follow, policy and practice.

Diversity

Across the Diocese we understand the benefits of employing individuals from a range of backgrounds with diverse cultures and talents. We aim to create a workforce that:

- values difference in others and respects the dignity and worth of each individual;
- reflects the diversity of the nation that the Church of England exists to serve;
- fosters a climate of creativity, tolerance and diversity that will help all staff to develop to their full potential.

We are committed to being an equal opportunities employer and ensuring that all employees, job applicants, customers and other persons with whom we deal are treated fairly and are not subjected to discrimination. We want to ensure that we not only observe the relevant legislation but also do whatever is necessary to provide genuine equality of opportunity. We expect all of our employees to be treated and to treat others with respect. Our aim is to provide a working environment free from harassment, intimidation, or discrimination in any form which may affect the dignity of the individual.

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Closing date for applications – 12 May 2025

To apply for this post please visit – pathways.churchofengland.org

For wider information about the Diocese visit: www.newcastle.anglican.org

To arrange an informal conversation about the role please contact – The Bishop's Office, Telephone 0191 285 2220

Interview date – 6 June 2025