



## Job Description

<b>JOB TITLE:</b>	Chaplain to the Bishop of London
<b>EMPLOYER:</b>	The Bishop of London in their corporate capacity
<b>RESPONSIBLE TO:</b>	The Bishop of London
<b>LOCATION:</b>	The Old Deanery, Dean's Court, London EC4V 5AA
<b>KEY RELATIONSHIPS:</b>	The Bishop of London and her Staff

The Bishop of London is seeking to appoint a prayerful and pastorally sensitive priest as Chaplain. The ideal individual will have excellent interpersonal, administrative and communication skills, a warm and hospitable manner, and a high degree of cultural competence. The role of the Chaplain is to support the Bishop in her episcopal ministry.

The Bishop's office staff team comprises the Bishop's Chaplain, the Bishop's Adviser, the Executive Assistant, the Diary and Hospitality Manager, the Correspondence Assistant and the Parliamentary and Policy Researcher.

'Bishops are called to serve and care for the flock of Christ. Mindful of the Good Shepherd, who laid down his life for his sheep, they are to love and pray for those committed to their charge, knowing their people and being known by them. They are to preside at the Lord's table and to lead the offering of prayer and praise. With the Shepherd's love, they are to be merciful, but with firmness; to minister discipline, but with compassion. They are to have a special care for the poor, the outcast and those who are in need. They are to seek out those who are lost and lead them home with rejoicing.'

(From the Service of Consecration)

## Principal Duties and Accountabilities of the Role

The key overarching priorities are two-fold:

To be proactive in anticipating the Bishop's practical needs in relation to her upcoming commitments in the diary, having regard to the immediate, as well as those events which are some way ahead. This requires excellent forward planning and taking the initiative and necessary steps to ensure that the Bishop is always fully prepared. It involves keeping a keen eye on the

diary, the ability to anticipate and act on the Bishop's needs, and liaising as appropriate and in a timely manner with everybody involved, including the other members of the Bishop's Team who will be involved in providing support.

To be proactive in supporting the Bishop in ensuring that The Old Deanery is consistently a place of warm welcome and generous hospitality for all who visit or take part in events there. This requires the Chaplain to be present and imaginatively attentive to the many opportunities which arise – both planned and unexpected – to extend this ministry of welcome.

The overarching priorities are expressed through this role through a wide variety of tasks, including the following:

### **Support the Bishop in exercising her pastoral oversight**

1. Assist the Bishop in building and maintaining relationships with the parishes (including schools) by working with the Diary and Hospitality Manager to ensure a programme of visiting and that appropriate preparations are made.
2. Ensure that the Bishop is fully and appropriately briefed for all engagements, working with the Bishop's Diary and Hospitality Manager and the Bishop's Adviser.
3. Act as required as the Bishop's personal representative with individuals, to parishes, at particular events/meetings and on task groups within the Diocese.
4. Assist the Bishop in supporting clergy welfare including liaising with Archdeacons and sustaining regular and planned programmes of clergy engagement.
5. Liaise as appropriate with the other Bishops' Chaplains in the Diocese on pastoral matters and requests for prayer.
6. Oversee the work of the Clergy Household Support Officer and the following teams, including recruiting, supervising and ensuring appropriate training:
  - The Bishops' Visitors – who support clergy partners/spouses through divorce/dissolution of civil partnership
  - The Clergy Supporters – who support clergy through divorce/dissolution of civil partnership
  - The CDM Accompaniers and Safeguarding Links – who support clergy on the receiving end of CDM complaints and safeguarding concerns
  - The CDM Supporters – who support complainants in the CDM process
7. Coordinate with the Diary and Hospitality Manager and the Bishop's Adviser regarding briefing materials and draft outline talks for the Bishop's visits to various organisations within and outside the Diocese.

8. Liaise with the Area Deans to support the Area Deans' meetings.
9. Contribute to and build on the effective and efficient communication which exists among the Bishop's Staff and between the Bishop's Office and other offices, particularly those of the Diocesan Secretary, the Cathedral Chapter, the Communications and Digital Content Manager, the Head of Safeguarding, the Director of People and the Diocesan Registry.
10. Assist the Bishop with daily routine matters, including contact - face to face, online, by telephone, email and correspondence - over matters of a pastoral, theological, liturgical and disciplinary nature, drafting letters in the Bishop's name and responding in his/her own name to letters addressed to the Bishop where appropriate. Liaise with the Bishop's Adviser in the drafting of Ad Clerums.
11. Support the Bishop in developing and maintaining good safeguarding policies and practices. Work with the Diocesan Safeguarding Adviser on the continuing formulation and implementation policy and procedures.
12. Counsel and advise the Bishop in all matters relating to Clergy Discipline, Capability and Grievance Procedures and administer these processes in liaison with the Diocesan Registrar, HR Director, DSA and others. This includes investigating informal complaints and supporting the Bishop in dealing with complaints made under the CDM. Develop and sustain good pastoral support as part of the CDM process.
13. Act as the Bishop's Data Protection Compliance Officer for ensuring that the provisions of the Data Protection Act 1998 are followed; this includes processing subject access requests, working proactively with the Correspondence Secretary to maintain clergy files, and providing advice to the Bishop as necessary.
14. Attending and assisting with evening and lunchtime events and other social functions at The Old Deanery and elsewhere as requested, to ensure that The Old Deanery is a place which offers a warm welcome and generous hospitality.

### **Support the Bishop in proclaiming the gospel of God's Kingdom and leading God's people in mission**

1. Support the Convenor of the Bishop's Theological Reference Group in the organisation of meetings.
2. Prepare the Bishop for her role in the national House and College of Bishops' meetings and the General Synod, including marking up papers and agendas.
3. Assist the Bishop in her role as the Dean of the Southern Province, including her leadership of the Regional Conveners group.
5. Liaise with the Bishop's Adviser and Parliamentary Researcher in ensuring that the Bishop's strategy in the public square is co-ordinated, and is underpinned by a theological narrative.

6. Work with the Bishop's Adviser and the communications teams to develop the voice of the Bishop of London.
7. Together with the Bishop's Adviser, undertake research for the Bishop and liaise with those who may assist in fact sharing.
8. Optional attendance at London College of Bishops and Senior Staff meetings.

### **Support the Bishop in administering the sacraments and leading God's people in worship**

1. Engage proactively when the Bishop is involved in liturgy, with the Dean and Precentor regarding services in the Cathedral and with clergy regarding services in churches and chaplaincies. Prepare the Bishop's orders of service where necessary and check draft orders prepared by the cathedral and parishes.
2. When requested, attend the Bishop in the Cathedral on principal feasts and at ordinations, and other major services, and at institutions, licensings and confirmations in the Diocese.
3. Continue the development of the worshipping life of The Old Deanery, including planning, preparing for and leading worship.

Undertake whatever other tasks the Bishop may reasonably require.

### **Person Specification**

#### **The essential characteristics of the appointed person will be:**

1. A Clerk in Holy Orders. This post has attached to it an occupational requirement under the 2010 Equality Act, Part 1, Schedule 9
2. Mature in outlook with a deep and secure faith with a rich pattern of daily worship and well-established spiritual discipline.
3. Able to work to the Bishop's agenda, recognising that much of the Chaplain's work, and the credit for it, is inevitably of a 'hidden' nature.
5. A good team player who can work well with others creating networks and collaborative relationships.
6. Adaptable and flexible, able to prioritise tasks and work to deadlines. Have a good understanding of how they maintain their own wellbeing.
7. Skilled in complex pastoral work; able to handle difficult and sensitive matters with tact and diplomacy; able to maintain strict confidentiality.
8. Liturgically sensitive, competent and flexible.

9. Able to see the big picture while capable of accurate attention to detail; having good political judgement and the ability to spot the implications of particular issues and courses of action.
10. Have proven administrative, drafting and research skills; computer literate, familiar with e-mail, Microsoft packages, social media and the use of databases.
11. Able to communicate effectively with a wide range of people belonging to institutions, organisations and other groups beyond the Church of England.
12. Culturally competent with the ability to work effectively with people from different cultural backgrounds.
13. Spiritually motivated and able to see opportunities for service and the proclamation of the gospel even in the most routine matters.

**The desirable characteristics of the appointed person will be:**

1. Initiative, imagination and creativity, alongside being content to share the Bishop's vision and priorities for her ministry.
2. A lively and robust intellect; able to relate theology to the mission of the Church and issues of contemporary culture, society and communication.
3. Upper second class honours degree in theology (or higher) (a Masters level degree in theology would be an advantage but is not essential).

Note: This job description does not form part of the employee's contract of employment but is provided for guidance. The precise duties and responsibilities of any job may be expected to change over time. Job holders should be consulted over any proposed changes to this job description before implementation.

It is not expected that an appointee will necessarily be immediately able to fulfil all aspects of the role – training and support will be given to enable the postholder to grow in the required competencies and knowledge.

## **General Conditions**

### **Standards of Behaviour and Conduct**

The Chaplain, like all staff, is expected to act at all times with due consideration for others and in a manner befitting his/her position as an employee of the Church and as a professional.

### **Spiritual and Professional Growth**

The Chaplain is expected to have a Spiritual Director, to make an annual retreat, to attend Continuing Ministerial Development (CMD) events and the annual Bishops' Chaplains' Conference.

## **Other Commitments**

In order to facilitate the maintenance of a healthy and balanced ministry and lifestyle, it is recognised that the Chaplain will wish to undertake responsibilities within the life of the Diocese and local community that are outside this job description. These should be agreed with the Bishop before being accepted, and, in any conflict of time or interests, commitment to supporting the work of the Bishop will be expected to take priority.

## **Health and Safety Responsibilities**

Like all staff the chaplain is required to ensure that s/he understands and accepts the legal duties placed on him/her by the Health and Safety at Work Act not to endanger themselves or others 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, s/he is expected to: read, understand and abide by the Health and Safety policy, to make him/herself familiar with accident and emergency procedures on the site; to make him/herself familiar with the findings of any risk assessments which might affect him/her; to inform his/her manager immediately of any health or safety deficiencies or dangerous situations or near misses; to set a good personal example in respect of health and safety.

## **Confidentiality**

The Chaplain must not pass on to unauthorised persons any information obtained in the course of his/her duties without the permission of the Bishop.

## **TERMS OF EMPLOYMENT**

### **Remuneration**

The remuneration for this post is the same as posts of incumbent status in the Diocese of London with 10% uplift.

Non-clergy staff will be automatically enrolled into the in the Pension Builder 2014 Pension Plan (PB2014) in line with legislation 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 PB14 scheme. In addition to the employer age-related contribution, the employer also matches the employee contributions in whole percentages up to 3%. Employees enrolled into PB2014 will be automatically enrolled to be contribute 3% of their pensionable salary. The employee can choose to increase or decrease their contribution at any time.

### **Housing**

Accommodation will be discussed at the interview. Housing provision will be based on individual circumstances.

## **Place of Work**

The Chaplain's main place of work is The Old Deanery, Deans Court, London, EC4V 5AA.

## **Hours of work**

The expectation is of a similar time commitment to that of a parish priest. The rest day is generally Saturday, although there are occasional Saturday duties, when another day off may be taken in lieu. There will be some evening commitments. It is particularly important, given the pressures on the Bishop's diary, that the Chaplain is generally available when the Bishop is in the office. Occasionally the Chaplain will accompany the Bishop to liturgical commitments on Sundays. When not doing so the Chaplain is expected to support the ministry of the bishop by being available to take services and preach where needed in the Diocese. The Chaplain may take one Sunday a month free of all duties.

## **Annual Leave**

The Chaplain is entitled to 30 paid annual leave days per year plus 3 defined organisational days leave. This is exclusive of public holidays. The leave year runs from 1st January to 31st December. Dates for leave have to take into account the Bishop's own dates for leave and those of the other members of the Bishop's Staff team, to ensure adequate cover in the Bishop's Office.

## **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. Should you be summarily dismissed on the grounds of gross misconduct, your employment will be terminated without notice.

## **Probationary period**

There will be a probationary period of six months.

DBS Check - This post is subject to an enhanced Criminal Records Disclosure and Barring Service.

## **Contract**

Subject to the above six-month probationary period, the post is offered on a limited term contract as it will end on the enthronement day of the next Bishop of London. The Chaplain will be given the Bishop's General Licence under Seal for the period of the employment contract.

## **Appraisal**

There will be an annual appraisal by the Bishop.